



**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD OF TRUSTEES**

**REGULAR MEETING  
WEDNESDAY, NOVEMBER 29, 2017**

**NEW BUSINESS**

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

**New Business Agenda Item No. A**

Superintendent/President  
College Area

**Proposal:**

That the Governing Board receives a progress report on Monterey Peninsula College's efforts to address the Accrediting Commission of Community and Junior Colleges' (ACCJC's) findings regarding the College's application for reaffirmation of accreditation.

**Background:**

On February 6, 2017, Monterey Peninsula College received an Action Letter and External Evaluation Report from the ACCJC, elucidating their findings regarding the College's application for reaffirmation of accreditation.

On November 29, 2017, Dr. Tribley will provide to the Board of Trustees his monthly progress report on Monterey Peninsula College's efforts to address the ACCJC's recommendations.

**Budgetary Implications:**

None.

**INFORMATION:** Accreditation Recommendations – Progress Report

**Recommended By:** Dr. Walter Tribley, Superintendent/President

**Prepared By:**

Shawn Anderson

Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

**Agenda Approval:**

Walt A. Tribley

Dr. Walter Tribley, Superintendent/President

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
1	<p>In order to meet the Standards, the team recommends that the College completes the implementation of <b>TracDat</b> and begins to assess learning outcomes for all <b>instructional programs and student and learning support services</b> as well as <b>disaggregating and analyzing</b> learning outcomes and achievement data for subpopulations of students, and when the institution identifies performance gaps, implement strategies to mitigate those gaps and evaluate the efficacy of those strategies. (Standards I.B.2, II.A.11, ER 11)</p>	<ul style="list-style-type: none"> <li>● PRIE</li> <li>● LAC</li> </ul>	<ul style="list-style-type: none"> <li>● TracDat was implemented for Course Reflections effective January 2017.</li> <li>● TracDat planning for Service Area Outcomes (SAO) assessment is in progress in spring 2017.</li> <li>● Mechanisms for completing program of study-level outcomes (PLO) assessment in TracDat (including SLO-PLO mapping) is in progress in spring 2017.</li> <li>● The PRIE committee has established initial tasks related to disaggregation of learning outcomes, identification of performance gaps, and evaluation of strategies to address gaps. Work groups for the tasks are being formed during the week of 4/17/17.</li> <li>● SAO template created for Administrative offices. Student Services has begun inputting</li> <li>● End of Summer 2017, President's office, Human Resources, IT and Office of Academic Affairs will have SAOs complete</li> <li>● Program of Study Assessments will be done during Fall Flex "Program Reflections" for an hour and half.</li> <li>● Program Review templates for Academic Affairs, Student Services, and Administrative services have been created in the TracDat/IPA interface using existing Program Review forms as a model. Adjustments to the templates to take advantage of TracDat/IPA's data display capabilities are in progress as of June 2017. This action also supports recommendation 4, below, as it will help create a link between student achievement/learning data and planning through the Program Review process.</li> <li>● The PRIE Committee has identified subpopulations of students relevant to the College mission that can be used to disaggregate student achievement and</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<p>learning data. The subpopulations can be viewed through the broad lenses of students' self-identified educational goals, student demographics (including categories related to the Student Equity Plan), and course attributes (e.g., instructional modality, campus location, time, etc.)</p> <ul style="list-style-type: none"> <li>● The PRIE Committee has developed a working definition of "performance gap" and a strategy for mitigating gaps when they are discovered. The PRIE Committee's general instrument for evaluating the effectiveness of its processes can be used to evaluate the effectiveness of these strategies as needed.</li> <li>● The instructional tri-chair from the PRIE Committee has launched a project to test the feasibility of using Canvas and TracDat together in order to collect and disaggregate student learning data.</li> <li>● A tool for visualizing outcomes assessment progress has been set up and is being beta-tested by the TracDat team with a goal of campus-wide roll-out by mid-September.</li> <li>● The Office of PRIE released a Course Assessment Dashboard, which allows quick visualization of course outcomes assessment progress without logging into TracDat. The Dashboard allows tracking of progress by the institution as a whole, by division, or by discipline. It also allows users to quickly drill down to find the names of individual courses that still need to be assessed. The dashboard has been shared with Division Chairs, and is currently available from the PRIE Intranet site.</li> <li>● LAC members led all but two divisions through and centered around PLOs (i.e., student learning outcomes for degree and certificate programs) at Fall flex. As a result of the activity, LAC has identified over 40 degree &amp; certificate programs that appear ready for the initial cycle of PLO assessment.</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
2	In order to meet the Standards, the team recommends the College develop a <b>process and calendar to assess College's progress and planning processes</b> in a timely manner. (Standards I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, ER 11)	<ul style="list-style-type: none"> <li>● PRIE</li> </ul>	<ul style="list-style-type: none"> <li>● LAC members conducted PLO-mapping workshops for faculty representing 10 different disciplines during late October/early November. Additional one-on-one mapping sessions are planned for mid-November.</li> <li>● The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting.</li> <li>● The PRIE committee has established initial tasks related to developing a process &amp; calendar for assessing the college's progress and processes. Work groups for the tasks are being formed during the week of 4/17/17.</li> <li>● PRIE has developed a format for a planning and evaluation calendar that shows when major institutional plans and processes will be evaluated over the next 10 years. The calendar includes evaluation of progress towards goals, as well as scheduled evaluations of the effectiveness of processes.</li> <li>● A PRIE workgroup has developed a first draft of guidelines that can be used to evaluate progress towards goals and effectiveness of processes. The first draft is on the agenda for discussion at the June PRIE Committee meeting (6/19/17). The PRIE Committee will test the guidelines using the recently finished Technology Plan as a pilot for an evaluation of progress toward stated goals and effectiveness of an institutional process.</li> <li>● Interim Dean of PRIE has been hired and joins MPC on July 1, 2017.</li> <li>● The PRIE Committee piloted a process evaluation survey with a group of individuals who worked on the recent Tech Plan. After the group took the survey, the PRIE Office provided a summary of results and debriefed the process with the Tech Committee. The PRIE Committee used the Tech Committee feedback to make improvements to the survey instrument.</li> <li>● The PRIE Committee developed a "readiness checklist" that can be used prior to beginning a process cycle (or launching a new process). The</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<p>checklist is intended to help ensure that measurable goals, clear communication, and support resources are in place before beginning a process. The PRIE Committee prototyped the checklist at its 11/6/17 meeting and made a few small adjustments.</p> <ul style="list-style-type: none"> <li>The PRIE Committee agreed that the evaluation calendar and tools should be included in the Integrated Planning Handbook and linked to the PRIE Office Intranet site so that they are accessible to the campus at large.</li> </ul> <p><b>RECOMMENDATION HAS BEEN MET.</b></p>
3	<p>In order to meet the Standards, the team recommends the College <b>attain the sustainability level per the ACCJC rubric for Student Learning Outcomes (SLO) assessment by raising the percentage of courses for which SLOs have been evaluated and increasing the percentage of programs that have had PLOs assessed.</b> To do so, the team recommends that the College complete the implementation of their planning and outcomes assessment software as identified by their QFE1 and begin to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulation of students. (Standards I.B.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, ER 11)</p>	<p>Academic Senate</p> <p>LAC</p> <p>Curriculum Advisory Committee</p>	<ul style="list-style-type: none"> <li>According to the LAC plan approved by Academic Senate, AAAG and CAC, all courses will be assessed by July 1, 2017 or be archived in CurricUNET. Only assessed courses will be included in the 2018-19 College Catalog.</li> <li>Timelines for cycles of assessment have been established by LAC and endorsed by Academic Senate, AAAG, and CAC.</li> <li>All instructional divisions have established course assessment plans for at least one program of study.</li> <li>TracDat is in use for Course Reflections effective January 2017.</li> <li>LAC has conducted TracDat training during Spring 2017 Flex, as well as at Division meetings in Social Sciences, Creative Arts, Physical Science, Physical Education, and Humanities. Thirteen (13) out of Sixteen (16) faculty in the initial training reported a positive change in their attitude towards Reflections/assessment.</li> <li>As of March 2017, all divisions have completed at least one course assessment in TracDat. Anatomy and Astronomy have assessed 100% of their courses. 20 disciplines have assessed 75% of their courses.</li> <li>Assessments for 75 courses taught in Fall 2016 have been completed, and 9</li> </ul>



## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<p>formative assessments have been completed for courses being taught in the Spring 2017 semester.</p> <ul style="list-style-type: none"> <li>● Academic Senate is helping to facilitate assessments (March 16, 2017).</li> <li>● At the February 15, 2017 meeting of AAAG, it adopted the following guideline: <i>"If a course has not been offered in the last two years, and if it is not being scheduled and offered within the next academic year, it should be archived in CurricUNET and deleted in the Chancellor's Office."</i></li> <li>● Progress is being made in course SLO assessment: <ul style="list-style-type: none"> <li>● In March 2014, 181 out of 830 courses were reported as assessed (21.8%).</li> <li>● In October 2016, 664 out of 1417 courses were reported as assessed (46.9%).</li> <li>● In March 2017, 724 out of 1378 courses are reported as assessed (52.5%)</li> <li>● In April 2017, 707 out of 1223 courses are reported as assessed (57.8%)</li> <li>● In May 2017, 745 out of 1194 courses are reported as assessed (62.4%)</li> <li>● In June 2017, 760 out of 1159 courses are reported assessed. (65.62%).</li> </ul> <p>The goal is to have 100% of our courses assessed by December 2017, and to also make progress on the assessment at the program level (PLO assessment).</p> <ul style="list-style-type: none"> <li>● In July 2017, 772 out of 1157 courses are reported assessed (66.7%).</li> <li>● In Aug 2017, 814 out of 1156 courses are reported assessed (70.4%).</li> <li>● In Sept 2017, 868 out of 1156 course are reported assessed (75.1%).</li> <li>● In Oct. 2017, 900 out of 1156 courses are reported assessed (77.9%).</li> <li>● <b>In Nov. 2017, 940 out of 1156 courses are reported assessed (81.3%).</b></li> </ul> <p>The goal is to have 100% of our courses assessed by December 2017, and to also make progress on the assessment at the program level assessment.</p> </li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
4	In order to meet the Standards, MPC needs to <b>engage in continuous, broad-based, systematic evaluation, and planning. The institution needs to integrate program review, planning, and resource prioritization and allocation</b> into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning needs to be linked to short-range and long-range needs based on assessment of student learning and student achievement data. (Standards I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, ER19)	PRIE	<p><b>Courses that have not been assessed will not be scheduled effective fall 2018. The schedule development process for fall 2018 has just begun.</b></p> <ul style="list-style-type: none"> <li>● The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting.</li> <li>● PRIE has identified initial tasks related to the development of a broad-based system of integrated planning, resource prioritization, and resource allocation. Work groups are being formed during the week of 4/17/17.</li> <li>● Discussions of how to time activities related to program review and resource prioritization in order to integrate needs &amp; data emerging from the plans into resource allocation with budget development activities are underway as of the 4/17/17 PRIE committee meeting.</li> <li>● Nine (9) PRIE committee members attended an IEPI Integrated Planning workshop on 4/19/17.</li> <li>● PRIE has drafted a process for prioritizing resource requests that emerge from program review and analysis of student learning &amp; achievement data. The prioritization process is intended to link resource requests to the resource allocation and budget development processes. PRIE is actively soliciting feedback on the process from College committees and governance groups, with the goal of having the new process ready for fall.</li> <li>● The Executive Committee approved a PRT Team, a resource team to assist PRIE in Fall 2017 with IEPI.</li> <li>● The Interim Dean of PRIE has been hired effective July 1, 2017.</li> <li>● PRIE has gathered substantive feedback from campus committees on its proposed process for prioritizing resource requests. Final adjustments to the process will be discussed at the June PRIE Committee meeting (6/19/17), with the goal of recommending the process to the S/P for implementation in the</li> </ul>



## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			fall 2017. <ul style="list-style-type: none"> <li>● First draft of the prioritization and allocation process has been written.</li> <li>● Structure for Program Review has been developed.</li> <li>● Drafts of a timeline and narrative to accompany the Resource Prioritization and Allocation diagram have been developed and are in discussion at the PRIE Committee.</li> <li>● A workgroup from the PRIE Committee has met to discuss improvements to Program Review practices, with a goal of developing a program review process that allows greater interaction with program-level student achievement data. Improvements are in progress as of 8/9/2017, with a goal of having a first draft of the instructional program review template on the agenda at the 8/21/17 PRIE Committee meeting</li> <li>● The PRIE Committee has drafted a template to use in the annual action plan process. The template links assessment of student learning and achievement data to unit planning (including program review), prioritization, and resource allocation. The template also links resource needs to institutional goals and educational master plan support documents to further effective integrated planning efforts. The first draft and direction of the template were approved at the 10/2/17 PRIE meeting, with a goal of launching for campus action plan processes in late October.</li> <li>● <b>The PRIE Committee conducted a “readiness assessment” for the action plan template and associated forms and support documentation at its 11/6 meeting. Final adjustments to the templates were discussed, and the committee recommended a timeline for completion. Forms will be sent to all units/depts the week of 11/6.</b></li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
5	In order to meet the Standard, the team recommends the College develop a process to ensure <b>student complaints</b> can be logged, resolved, reviewed, and analyzed for improvement. (Standard I.C.8)	Student Services Council	<ul style="list-style-type: none"> <li>● The MPC Administrative Procedures (AP) are being reviewed to replace existing language in the current catalog defining complaints vs grievances</li> <li>● A full student complaint log was developed prior to the on-site visit and was provided to the on-site team. Will continue to review process for improvement.</li> <li>● Student Services has a team lead by Dr. Kim McGinnis (Larry Walker, Nicole Dunne, Lyndon Schutzler). The team reviewed responses from other colleges, created a new template with a column for improvements, and is adding additional categories of student complaints to the log.</li> <li>● Reviewing all academic council petitions over the last five years. Pulling out petitions on residency and dismissal to look for trends and patterns. This task to be completed by April 30, 2017.</li> <li>● Moving forward, will revise the college catalog to remove the complaint section in catalog. The current Grievance Procedure will be the process to log and address student complaints.</li> <li>● Added an additional column, Analysis and Improvement, to the existing log that tracks the result of evaluations of our complaint processes and indicates what revisions/modifications/improvements we are making to the process.</li> <li>● Student Discipline procedures, Student Rights and Grievances, and Complaints sections of the catalog have been revised</li> <li>● Student readmission information for the past six years (2010-2016) has been obtained from IT. The information shows the following:               <ul style="list-style-type: none"> <li>○ 1918 student petitions for readmission</li> <li>○ 1899 “approved” petitions</li> <li>○ 13 “denied” petitions</li> <li>○ 1 no action</li> </ul> </li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<ul style="list-style-type: none"> <li>o 5 pending additional student information</li> <li>● Academic Council petitions reviewed for past six years (2010-2016) and analyzed for improvement. A narrative is being formulated to address what changes have been instituted that resulted in a decrease in the number of residency related petition to the academic council.</li> <li>● Student Services will have a meeting analyze the data with the goal of completing this Recommendation by the end of June 2017.</li> <li>● The College Catalog has been updated to include this information.</li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET</b></p>
8	In order to meet the Standards, the team recommends the College conduct <b>regularly scheduled library surveys</b> of all students and faculty, regardless of location, in order to gauge user satisfaction, knowledge of services, behavior and experience, and to use the results as the basis for improvement. (Standards II.B.1, II.B.3)	Office of Institutional Research  Library Division	<ul style="list-style-type: none"> <li>● Library faculty/staff have developed a survey instrument with assistance from the Director of Institutional Research, with a plan to administer the survey to students and faculty at the Monterey, Marina, Seaside, and online locations prior to the end of the spring 2017 semester.</li> <li>● A link to the Library survey was emailed to all students on 4/18/17, and will be emailed to MPC faculty and staff between 4/19/17 and 4/21/17.</li> <li>● The survey closed on 5/7/17. The Office of Institutional Research has delivered the raw results to the Library Division, where the initial review of emerging themes has begun. Goal to complete this Recommendation by Fall Flex 2017.</li> <li>● Library personnel have completed an initial review of the survey data and have identified several general areas where improvements can be made. A written report of the results and initial recommendations for improvements is in progress as of 6/16/17.</li> <li>● The Spring 2017 Library Survey identified areas for improvement in Library programs and services, which are reflected in the Library's 2017-2018 goals.</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<p>The Library will continue to conduct a similar survey on an annual basis to gather feedback on programs and services to guide planning for continuous improvement.</p> <ul style="list-style-type: none"> <li>● Library faculty, staff, and administrators met to conduct Program Reflections on 8/26/17. Results of the Spring 2017 Library Survey were used to guide the conversation about 2016-2017 accomplishments to set goals for 2017-2018.</li> <li>● As a result of discussions in spring 2017, the Library hours have been expanded by 2 hours each day. The Library will now close at 9 pm Monday-Thursday, and at 4 pm on Fridays.</li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET</b></p>
9	In order to meet the Standards, the team recommends the College <b>improve its evaluation process of student support and learning services</b> to include discussion of services offered at <b>all centers and for distance education</b> based on robust Service Area Outcomes and SLO assessments that lead to quality improvement of student support programs and services in support of the college's mission. (Standards II.C.1, II.C.2)	Student Services Council	<ul style="list-style-type: none"> <li>● Full review of student services at the Centers and for distance education is in process.</li> <li>● A team lead by LaKisha Bradley (Larry Walker, Grace Anongchanya, Alethea DeSoto, Nicole Dunne) met to define the available services at outreach centers and online.</li> <li>● Counseling through online "Cranium Café" is being provided. Counselors are going through training to serve students through this means at all physical sites and online.</li> <li>● Research Office will develop a survey for all four campuses to cover students' awareness and usage of student services, their satisfaction with service levels, and their needs for additional services. Survey will be conducted during the early/middle of the fall 2017 term.</li> <li>● Service Area planning and assessment will be included in TracDat. Team will be working to update the Student Services Program Review Calendar and develop a cycle for program level outcome assessments.</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<ul style="list-style-type: none"> <li>• Data in SARS Track was reviewed to identify traffic levels and requests for counseling support at the Marina Center. Discussions are in progress to identify increased counseling support at the Marina Center to accommodate these traffic hours, an expected increase in student traffic as a result of the implementation of the ACE (Dual Admissions with CSUMB) program, and increased general education course scheduling for Fall 2017. The college will double the number of counseling hours in Marina in Fall 2017 compared to Fall 2016.</li> <li>• All Student Services Meeting occurred on May 5th. Program Review was discussed. Areas covered included: program review calendar, assessment cycle, and program review template and components; transition from Program Reflections to TracDat; review and identification of current SAOs/SLOs; also the need to include evaluation of service delivery to four MPC campuses (Monterey, Marina, PSTC, Online).</li> <li>• Student Services has identified a division wide SAO: We will provide RICH services, regardless of location or means of delivery, and students will be informed, engaged, and connected with the campus community. Programs will add additional SAOs as needed.</li> <li>• Student Services developed an updated Program Review Timeline and an SAO schedule/timeline for all Student Services Programs.</li> <li>• Student Services representatives are on the PRIE committee that is updating and reviewing the Program Review processes and template at MPC to ensure that it reflects the evaluation of services based on SAOs and consideration of support at all MPC campuses.</li> <li>• Survey for student services has been developed and will be administered in early/mid Fall.</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<ul style="list-style-type: none"> <li>● A series of focus group meetings were conducted to collect data about student experiences in order to better support students.</li> <li>● Dean of Student Services has been hired effective July 2017 and will be located at the Marina Center.</li> <li>● Survey was launched on September 11. Emails were sent to students inviting them to provide feedback on student services at the Monterey, Marina, PSTC, and online campuses. There are also additional questions regarding food service and transportation for Marina campus respondents.</li> <li>● <b>Student Services Program Review Template team met. Identified a set of Program Review templates from other colleges to review for development and incorporation into the new MPC Student Services Program Review template.</b></li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET</b></p>
13	In order to meet the Standards, the team recommends the College create a <b>Human Resources staffing plan</b> to ensure that staffing levels and assignments for faculty, staff, and administrators are sufficient and appropriately distributed to support the institution's mission and purpose and are interwoven into a larger integrated planning process of the college. (Standards III.A.9, III.A.10, ER 8)	HR  Cabinet	<ul style="list-style-type: none"> <li>● Cabinet members presented a high level staffing plan to the college in August 2016.</li> <li>● Collaborative Brain Trust Consulting Firm has been identified to prepare the HR Staffing Plan. The contract will be presented to the Board of Trustees June 2017 meeting for approval.</li> <li>● CBT contract was approved and initial data gathering has begun.</li> <li>● August 2017, data submitted to CBT.</li> <li>● <b>Data has been requested from compatible colleges.</b></li> </ul>
14	In order to meet the Standards, the team recommends the College <b>regularly and consistently conduct employee evaluations</b> for all employee groups.	HR  Cabinet	<ul style="list-style-type: none"> <li>● Full-time and part-time faculty, and classified staff evaluations are being regularly and consistently conducted.</li> <li>● Administrative and Executive evaluations are being tracked and will be completed more regularly and consistently in spring 2017 and on.</li> </ul>



## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
	The team further recommends that faculty, academic administrators, and others directly responsible for student learning have, <b>as a component of their evaluation, consideration of how these employees use the results of learning outcomes assessment to improve teaching and learning.</b> (Standards III.A.5, III.A.6)	Negotiations	<ul style="list-style-type: none"> <li>● HR is compiling data on outstanding evaluations.                             <ul style="list-style-type: none"> <li>● Full-time faculty evaluations for 2016 have been completed.</li> <li>● Some adjunct faculty, classified, and MSC evaluations are still to be completed.</li> <li>● We are striving for 100% completion by June 2017.</li> </ul> </li> <li>● Second part of the recommendation is in negotiations at this time.</li> <li>● The District has proposed changes to contract language to MPCTA to include assessment in the self-evaluation.                             <ul style="list-style-type: none"> <li>● The District and CSEA have negotiated and agreed on tentative language</li> <li>● The MSC evaluation process now includes the appropriate language.</li> <li>● Evaluations of Administrators, Division Chairs, Faculty and Staff are being completed and forwarded to HR to meet the June 30, 2017 goal.</li> <li>● Evaluations completed: Adjunct Evaluations Fall 2016 -73%; Classified 2016-92%; Managers and Administrators 2017-78%; Confidential 2017-80%</li> <li>● Tenured-Track completed – 100%, tenured evaluations will be completed at the end of August.</li> <li>● Spring 2017 Evaluations                                     <ul style="list-style-type: none"> <li>● 68% Adjunct evaluations completed. Due to HR the 6<sup>th</sup> week of the following semester (end of September 2017).</li> </ul> </li> <li>● 2016 – 2017 Evaluations                                     <ul style="list-style-type: none"> <li>● 100% Tenured-track faculty completed</li> <li>● 92% Classified completed</li> <li>● 85% Tenured Faculty completed</li> <li>● 78% Administrators and Managers completed</li> <li>● 80% Confidentials completed</li> </ul> </li> </ul> </li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<ul style="list-style-type: none"> <li>● Adjunct Evaluations               <ul style="list-style-type: none"> <li>● Fall 2016 - 95% Adjunct evaluations completed.</li> <li>● Spring 2017 - 77% Adjunct evaluations completed. Due to HR the 6<sup>th</sup> week of the following semester (end of September 2017).</li> <li>● Overall, 2016-17 Adjunct Evaluations 87% completed.</li> </ul> </li> <li>● 2016 – 2017 Tenured and Staff Evaluations               <ul style="list-style-type: none"> <li>● 100% Tenured-track faculty completed</li> <li>● 92% Classified completed</li> <li>● 95% Tenured Faculty completed</li> <li>● 88% Administrators and Managers completed</li> <li>● 80% Confidentials completed</li> </ul> </li> <li>● Notification of Evaluations for part-time and full-time faculty were disseminated on schedule for Fall 2017.</li> <li>● The District and MPCSEA have a tentative agreement to move the evaluation cycle from due date in October to April of the academic year to align with the academic year.</li> <li>● <b>Tentative agreement is being reviewed by CSEA Regional Office prior to ratification.</b></li> <li>● <b>Adjunct Evaluations</b> <ul style="list-style-type: none"> <li>● <b>Fall 2016 - 97% Adjunct evaluations completed.</b></li> <li>● <b>Spring 2017 - 96% Adjunct evaluations completed.</b></li> </ul> </li> <li>● <b>2016 – 2017 Tenured and Staff Evaluations</b> <ul style="list-style-type: none"> <li>● <b>94% Classified completed</b></li> </ul> </li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET</b></p>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
15	In order to meet the Standard, the team recommends the College establish a review <b>schedule of policy and procedures relevant to Human Resources</b> . (Standards III.A.11, III.A.12, III.A.13)	HR Cabinet	<ul style="list-style-type: none"> <li>● On August 14, 2017, President’s Cabinet reviewed:               <ul style="list-style-type: none"> <li>● 14 Board Policies in Chapter 7 Human Resources</li> <li>● 2 related Administrative Procedures to BP in Chapter 7 Human Resources</li> <li>● 5 Board Policies in Chapter 3 General Institution</li> <li>● 3 related Administrative Procedures to BP in Chapter 3 General Institution</li> </ul> </li> <li>● On Sept. 12, 2017, President’s Advisory Group reviewed; Sept. 13, 2017 EEOC Reviewed and will go to Sept. 27, 2017 Board Meeting:               <ul style="list-style-type: none"> <li>● 14 Board Policies in Chapter 7 Human Resources</li> <li>● 2 related Administrative Procedures to BP in Chapter 7 Human Resources</li> <li>● 4 Board Policies in Chapter 3 General Institution</li> <li>● 3 related Administrative Procedures to BP in Chapter 3 General Institution</li> </ul> </li> <li>● On October 25, 2017 the following will be taken to the Board Meeting:               <ul style="list-style-type: none"> <li>● 14 Board Policies in Chapter 7 Human Resources</li> <li>● 4 Board Policies in Chapter 3 General Institution</li> <li>● 18 Board Policies were adopted on October 25, 2017</li> </ul> </li> </ul>
16	In order to meet the Standards, the team recommends the college immediately address <b>network vulnerabilities</b> starting with implementing a firewall solution in order for the College to ensure its technology infrastructure are appropriate and adequate to support the institution’s management and operational functions. (Standards III.C.1, III.C.3)	Information Services Dept.	<ul style="list-style-type: none"> <li>● Information Services Dept. has completed key changes to improve the security of the District’s technology.</li> <li>● Information Services Dept. has identified the need to upgrade key components of the District’s networking infrastructure.</li> <li>● Additional hardware and software has been procured and is in the process of being installed.</li> <li>● Additional hardware and software have been procured and will be installed prior to the end of March 2017.</li> </ul> <p><b>RECOMMENDATION HAS BEEN MET</b></p>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
17	In order to meet the Standards, the team recommends the college complete and roll out the Information <b>Technology Disaster Preparedness/Recovery Plan</b> in order to recover data and system functionality for the College to operate in the event of a disaster. (Standards III.C.1, III.C.2)	Information Services Dept.	<ul style="list-style-type: none"> <li>● The Information Technology Disaster Preparedness/Recovery DRAFT Plan has been completed.</li> <li>● The Technology Committee began review of the plan February 10, 2017 and recommended approval to the President. The plan is being reviewed at the Governing Board on March 22, 2017.</li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET</b></p>
18	In order to meet the Standards, the team recommends the College complete the <b>revisions and implementation of all board policies</b> . The Board should fully implement the newly adopted board policies review cycle. The College should ensure that all existing, new, and revised Board policies and administrative regulations are easily accessible through the College's website and other methods it deems appropriate for the College community and the public. (Standards III.C.5, IV.C.6, IV.C.7)	President Board of Trustees	<ul style="list-style-type: none"> <li>● 30 Administrative Board Policies were reviewed and approved by the Board of Trustees in 2016.</li> <li>● 28 Student Services policies were approved in PAG in January and are ready for Board Sub-committee review.</li> <li>● 9 Academic Affairs Board policies have been approved.               <ul style="list-style-type: none"> <li>● 3 are being forwarded to the Board Sub-Committee for review; and 6 have been forwarded to the Academic Senate for review. Last 3 are being reviewed in AAAG and Academic Senate on April 19 and April 20.</li> </ul> </li> <li>● 31 Board Policies were reviewed by the Board Subcommittee (March 13, 2017). 30 of these are included for a first reading on the March 22, 2017 Board Agenda.</li> <li>● At the April 26, 2017 Board of Trustees meeting               <ul style="list-style-type: none"> <li>● 30 Board Policies were adopted.</li> <li>● 11 Board Policies were brought to the Board for a First Reading</li> </ul> </li> <li>● At the May 31, 2017 Board of Trustees meeting               <ul style="list-style-type: none"> <li>● 11 Board Policies were adopted</li> <li>● 11 Board Policies are being brought to the Board for a First Reading</li> </ul> </li> <li>● At the June 21, 2017 Special Board of Trustees meeting</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<ul style="list-style-type: none"> <li>● 11 Board Policies are being recommended to the Board for adoption</li> <li>● 20 Board Policies are being brought to the Board for a first reading</li> <li>● At the June 29, 2017 Board of Trustees meeting                             <ul style="list-style-type: none"> <li>● 30 Board Policies were adopted</li> <li>● 11 old Board Policies were rescinded</li> </ul> </li> <li>● At the July 26, 2017 Board of Trustees meeting                             <ul style="list-style-type: none"> <li>● 3 Board Policies are being recommended to the Board for adoption</li> <li>● 3 Board Policies were adopted on July 26, 2017</li> </ul> </li> <li>● At the Sept. 19, 2017 Board Policy Subcommittee meeting:                             <ul style="list-style-type: none"> <li>● 18 Board Policies in Human Resources and General Institution were reviewed.                                     <ul style="list-style-type: none"> <li>● 5 related Administrative Procedures were reviewed.</li> </ul> </li> </ul> </li> <li>● At the Sept. 27, 2017 Board of Trustees meeting:                             <ul style="list-style-type: none"> <li>● 18 Board Policies are being brought to the Board for a first reading.</li> <li>● 5 related Administrative Procedures are being brought to the Board for information.</li> </ul> </li> <li>● On October 25, 2017 the following will be taken to the Board Meeting:                             <ul style="list-style-type: none"> <li>● 14 Board Policies in Chapter 7 Human Resources</li> <li>● 4 Board Policies in Chapter 3 General Institution</li> <li>● 18 Board Policies were adopted on October 25, 2017</li> </ul> </li> </ul>
19	In order to meet the Standards, the team recommends the College <b>discontinue deficit spending by adopting budgets that match ongoing revenue and expenditures in the unrestricted general fund</b> without the need to make significant draws against	President CBO Board	<ul style="list-style-type: none"> <li>● Measures to improve efficiency have been implemented such as EMS and changes to scheduling practices.</li> <li>● Faculty prioritization process has been improved and hiring is taking place in productive and efficient disciplines.</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
	unrestricted fund balance, one-time resources, or transfers from other funds. (Standards III.D.1, III.D.11, ER 18)		<ul style="list-style-type: none"> <li>● Position control and review is being implemented.</li> <li>● Short term classes were added to the second half of spring 2017 to increase FTES, while focusing on high productivity.</li> <li>● Marketing has been ramped up for second half of spring and summer enrollments.</li> <li>● Measures to increase enrollment are in process.               <ul style="list-style-type: none"> <li>● Admission by Co-Enrollment (ACE) with CSUMB was approved by the MPC Board in March.</li> <li>● Dual Enrollment with MPUSD will go to MPC Board for its second reading on April 26, 2017.</li> <li>● Dual Enrollment with PGUSD will go to MPC Board for its first reading on April 26, 2017.</li> <li>● Scheduling in Marina is being expanded. 50% more FTES is being planned for Marina in summer 2017 and 100% more FTES is being planned for fall 2017.</li> </ul> </li> <li>● Measures to increase enrollment are progressing:               <ul style="list-style-type: none"> <li>● Enrollments with Admission by Co-Enrollment (ACE) with CSUMB: 64 total; 24 Marine Science, 17 Business, 13 undeclared</li> <li>● Dual Enrollments with MPUSD: 120 Marina, 115 Monterey, 20 Seaside High Schools</li> <li>● Dual Enrollment with PGUSD will go to MPC Board for its second reading on May 31, 2017. Enrollments expect for Pacific Grove High School is 24.</li> </ul> </li> <li>● Measures to increase enrollment June through beginning of August 2017 when schools return for the 2017-2018 Academic Year.</li> </ul>



## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<ul style="list-style-type: none"> <li>● Enrollments with Admission by Co-Enrollment (ACE) with CSUMB: MPC working with 23 students with applications and assessments.</li> <li>● Dual Enrollments: AB288 College &amp; Career Access Pathways Partnership Agreements have been finalized with MPUSD and PGUSD</li> <li>● Dual Enrollment Coordinator has been hired in Student Services.</li> <li>● Summer borrowing strategy has been implemented.</li> <li>● Summer borrowing, late spring semester, marketing and increases to California Community Colleges have generated an approximate \$1.37 million increase to MPC's revenue.</li> <li>● Tentative budget for 2017-18 was balanced with no deficit spending or large transfers.</li> <li>● Budget approved by Board of Trustees on June 29, 2017.</li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET</b></p>
20	In order to meet the Standard, the team recommends the College develop a funding plan and <b>set aside funds in each year's budget to fund the Other Post-Employment Benefits (OPEB) annual required contribution (ARC)</b> each year (Standard III.D.12)	President CBO Board	<ul style="list-style-type: none"> <li>● The latest, required OPEB actuarial has been completed as of February 7, 2017. Funds have been identified to transfer to the OPEB trust.</li> <li>● The ARC will be included in budget development for 2017-18.</li> <li>● Transfer of the 2017-17 ARC (March 22, 2017 Board meeting)</li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET</b></p>
21	In order to meet the Standard, the team recommends the College <b>clarify Board, administrators, classified and faculty roles in the decision-making</b> process and routinely evaluate and monitor these roles.	Academic Senate Cabinet	<ul style="list-style-type: none"> <li>● New "Decision Making Process" (handbook) was adopted by the College in fall 2016 and is being implemented.</li> <li>● President's Advisory Group (PAG) was re-envisioned.</li> <li>● Planning, Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting regularly.</li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
	These roles are not distinctly <b>differentiated at faculty level between Academic Senate and the faculty bargaining unit's role</b> in participatory governance and labor relations. (Standard IV.A.6)		<ul style="list-style-type: none"> <li>● Roles are now clarified at meetings - committees and groups - to educate the campus.</li> <li>● Senate retreat in Fall 2016 included discussions on roles and a focus on procedures/processes.</li> <li>● ASCCC visit in Fall 2016 – open session</li> </ul> <p>Regarding Roles:</p> <ul style="list-style-type: none"> <li>● Presentation of 10+1 at all campus Flex Days clarifies roles of Senate</li> <li>● Documentation clarifying the faculty roles between the Academic Senate and the faculty bargaining unit is still pending.</li> </ul>
22	In order to meet the Standard, the team recommends that the College develop a <b>calendar to regularly evaluate its policies, procedures, and processes to assure their integrity and effectiveness</b> (Standard IV.A.7)	PRIE	<ul style="list-style-type: none"> <li>● PRIE has identified initial tasks related to the development of a calendar/timeline for evaluation of policies, procedures, and processes. Work groups are being formed during the week of 4/17/17.</li> <li>● PRIE has developed a format for a planning and evaluation calendar that shows when major institutional plans and processes will be evaluated over the next 10 years. The calendar currently includes evaluation of scheduled evaluations of the effectiveness of processes.</li> <li>● A PRIE workgroup has developed a first draft of guidelines that can be used to evaluate the effectiveness of processes and procedures. The guidelines are intended to accompany the evaluation calendar, and the draft is on the agenda for discussion at the June PRIE Committee meeting (6/19/17). The PRIE Committee will test the guidelines using the recently finished Technology Plan as a pilot for an evaluation of process effectiveness.</li> <li>● <b>The PRIE Committee piloted a process evaluation survey with a group of individuals, who worked on the recent Tech Plan. After the group took the survey, the PRIE Office provided a summary of results and debriefed the</b></li> </ul>

## Recommendations to Meet the Standard

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (10) RECOMMENDATION HAS BEEN MET)
			<p>process with the Tech Committee. The PRIE Committee used Tech Committee feedback to make improvements to the survey instrument.</p> <ul style="list-style-type: none"> <li>• The PRIE Committee developed a “readiness checklist” that can be used prior to beginning a process cycle (or launching a new process). The checklist is intended to help ensure that measurable goals, clear communication, and support resources are in place before beginning a process. The PRIE Committee prototyped the checklist at its 11/6/17 meeting and made a few small adjustments.</li> <li>• The PRIE Committee agreed that the evaluation calendar and tools should be included in the Integrated Planning Handbook and linked to the PRIE Office Intranet site so that they are accessible to the campus at large.</li> </ul> <p><b>RECOMMENDATION HAS BEEN MET</b></p>

## Recommendations to Improve Quality

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (3) RECOMMENDATION HAS BEEN MET)
6	In order to improve, the team recommends that the College develop more <b>intentional cycles of course assessment, strengthen the link between course and program assessment cycles, and reach greater levels of participation</b> in student learning outcomes assessment from all faculty. (Standard II.A.3)	LAC	<ul style="list-style-type: none"> <li>● The LAC is working on the program-level assessment module in TracDat in spring 2017.</li> <li>● Cycles of course assessment have been developed by the LAC, and approved by the Academic Senate, AAAG, and CAC.</li> <li>● The LAC provided TracDat training on course-level assessment to a large group of faculty in Spring Flex 2017.</li> <li>● Divisions invited the LAC in spring 2017 to conduct course-level assessment TracDat training.</li> <li>● The LAC has made presentations at AAAG and at the Academic Senate to improve understanding and increase participation.</li> <li>● The LAC is working with Divisions on how to assess courses that have multiple sections.</li> <li>● LAC is working with Divisions to map SLOs from the course-level to the program-level.</li> <li>● The LAC provided workshops and support during Flex in August 2017 for faculty to complete course level SLO assessment.</li> <li>● LAC members led all but two divisions through and centered around PLOs (i.e., student learning outcomes for degree and certificate programs) at Fall flex. As a result of the activity, LAC has identified over 40 degree &amp; certificate programs that appear ready for the initial cycle of PLO assessment.</li> <li>● <b>LAC members conducted PLO-mapping workshops for faculty representing 10 different disciplines during late October/early November, and have scheduled 1-on-1 mapping sessions for mid-November.</b></li> </ul>
7	In order to improve, the team recommends that the College <b>use enrollment data to inform scheduling decisions and implement an enrollment management system to facilitate data usage.</b> (Standards II.A.6; II.A.10)	VPAA	<ul style="list-style-type: none"> <li>● EMS training was provided to Division Chairs and DOMS in December 2016.</li> <li>● EMS has been implemented and has been in use since January 2017.</li> <li>● EMS has been used to plan and finalize summer and fall 2017 schedules.</li> <li>● Data in EMS is being used by Division Chairs, Deans and the Office of Academic Affairs to make scheduling decisions for Summer 2017, Fall 2017 and Spring 2018 based on productivity, growth areas (Dual Admission, Dual Enrollment) and budget.</li> </ul>

## Recommendations to Improve Quality

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (3) RECOMMENDATION HAS BEEN MET)
			<b>RECOMMENDATION HAS BEEN MET.</b>
10	In order to improve, the team recommends that <b>all student services provided at the Marina Education Center be consistently scheduled and published.</b> (Standard II.C.3)	VPSS	<ul style="list-style-type: none"> <li>● All Student Services at the Marina Education Center have been reviewed. A consistent schedule of services has been published on the MPC website.</li> <li>● A "Student Services in Marina" web page has been added to the Marina website. The schedule for counseling, financial aid and assessment services is listed.</li> <li>● A staff member or a counselor offers to visit every class scheduled in Marina to promote services available for students.</li> <li>● A calendar of student services availability is regularly posted on the bulletin boards in each classroom and office on the Marina Center.</li> <li>● MPC Student Services Banners has been posted.</li> <li>● Dean of Student Services for Marina hired effective July 2017.</li> <li>● A Categorical Services Coordinator (bilingual) has been hired effective May 2017.</li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET.</b></p>
11	In order to improve, the team recommends that the College obtain <b>accurate data on students receiving comprehensive and abbreviated student education plans and review the data</b> regularly to make appropriate action plans to increase Student Success. (Standard II.C.5)	VPSS  Office of Institutional Research	<ul style="list-style-type: none"> <li>● MPC currently has accurate data on comprehensive and abbreviated student educational plans. They will continue to be collected and reviewed to inform actions taken to increase student success.</li> <li>● Documentation of improvements will be provided.</li> <li>● Current reporting format identifies the number of students who have been directed to receive an education plan, whether or not they have a plan on file. This report will be further reviewed to identify students who do not have a comprehensive education plan in order to connect them with a counselor.</li> <li>● Working with IT to develop a standing report.</li> <li>● IT created a report identifying students without a comprehensive educational plan so that counselors can further assist them.</li> </ul> <p style="text-align: center;"><b>RECOMMENDATION HAS BEEN MET.</b></p>

## Recommendations to Improve Quality

#	Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Green font = Completed by Oct. 2017) (Blue font = Completed by Nov. 2017) (Red Font = (3) RECOMMENDATION HAS BEEN MET)
12	In order to improve, the team recommends that the College <b>update its administrative hiring procedures.</b> (Standard III.A.3)	HR	<ul style="list-style-type: none"> <li>● Professional Personnel Leasing, Incorporated has been contracted with in June 2017 to research and revise the administrative hiring procedures.</li> <li>● Initial work has begun on the update to the Administrative hiring procedures.</li> </ul>



Monterey Peninsula Community College District

Governing Board Agenda

November 29, 2017

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2017-2018 Monthly Financial Report for the period ending, October 31, 2017.

Background:

The Board routinely reviews financial data regarding expenses and revenues to monitor District fiscal operations.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the 2017-2018 Monthly Financial Report for the period ending October 31, 2017, be accepted.

Recommended By:

Signature of Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:

Signature of Rosemary Barrios, Controller

Agenda Approval:

Signature of Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula College**  
**Fiscal Year 2017-2018**  
**Financial and Budgetary Report**  
**October 31, 2017**

Enclosed please find attached the Summary of All Funds Report for the month-ending October 31, 2017 for your review and approval.

Operating Fund net revenue through October 31, 2017 is \$10,034,300 which is 19.2% of the operating budget for this fiscal year. Expenditures year-to-date total \$15,810,918 and Encumbrances of \$9,965,305 which together is 49.2% of the operating budget for this fiscal year, for a net difference of -\$15,741,923.

The Unrestricted General Fund anticipates in receiving ~\$8.5M in property taxes in December. The District's Unearned Revenue (deferred revenue) of \$4.4M from 16-17 will be reversed to the current fiscal year in December. These revenues will be reflected in the actual revenue of the operating funds in the next financial report.

**Unrestricted General Fund**

**Revenue**

- October State Apportionment payment received of \$1,738,973.
- Mandated One Time Funds received of \$187,149.
- Property taxes received of \$597,345.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, other local and state revenues, and refunds totaling: -\$50,634.

**Expenditures**

Overall the District operating funds expenditures continue to track as projected for the fiscal year.

**Child Development Fund**

- There has been no revenue posted to the restricted child development fund this month. Funds of \$219,698 have been received from the State for the Preschool Grant and \$2,347 has been received from the State for the Food Program. These revenues will be reflected in the next financial report.
- There will be a transfer of funds from the unrestricted general fund into the unrestricted child development fund completed next month. This is part of the district support to the program. This will bring the cash balance up to a positive balance.

**Self Insurance Fund**

- Self Insurance Fund (SIF) expenses are at 24.6% of budgeted expenditures. We are four months through the fiscal year and would expect the actual expenditures to be around 33.3% of budget.

### **Building Fund**

- The Building Fund budget will be analyzed to review additional projects that are still being completed. Currently the percent actual to budget is at 106% at October 31, 2017. The expenditure budget will need to be adjusted.

### **Revenue Bond Fund**

- A transfer of funds will be completed next month from the Student Center to the Revenue bond. This will be reflected in the actual revenue received to the fund.

### **Fiduciary Funds**

- Fiduciary Funds are tracking close to budget.

### **Cash Balance:**

The total cash balance for all funds is \$25,403,067 including bond cash of \$9,077,654 and \$16,325,413, for all other funds. Operating funds cash is \$10,698,196. Cash balance in the General Fund is at \$9,553,328 for the month-ending October 31, 2017.

# Monterey Peninsula Community College

Monthly Financial Report

October 31, 2017

## Summary of All Funds

<b>Funds</b>	<b>Beginning Fund Balance</b>	<b>Revised Budgets 2017 - 2018</b>		<b>Ending Fund Balance</b>	<b>Year to Date Actual 2017 - 2018</b>			<b>% Actual to Budget</b>		<b>Cash Balance</b>
	<b>07/01/17</b>	<b>Revenue</b>	<b>Expense</b>	<b>6/30/2018</b>	<b>Revenue</b>	<b>Expense</b>	<b>Encumbrances</b>	<b>Rev</b>	<b>Expense/ Enc.</b>	<b>10/31/2017</b>
General - Unrestricted	\$4,543,767	\$40,306,913	\$40,306,913	\$4,543,767	8,324,236	12,506,765	8,364,893	20.7%	51.8%	\$9,553,328
General - Restricted	0	10,456,521	10,456,521	0	1,483,379	2,877,045	1,331,405	14.2%	40.2%	0
Child Dev - Unrestricted	0	204,600	204,600	0	18,087	40,661	13,143	8.8%	26.3%	(9,559)
Child Dev - Restricted	0	429,737	429,737	0	0	150,082	80,579	0.0%	53.7%	0
Student Center	590,109	241,500	240,225	591,384	33,739	31,322	42,176	14.0%	30.6%	586,378
Parking	560,013	555,000	735,132	379,881	174,859	205,044	133,110	31.5%	46.0%	568,049
<b>Subtotal Operating Func</b>	<b>\$5,693,889</b>	<b>\$52,194,271</b>	<b>\$52,373,128</b>	<b>\$5,515,032</b>	<b>\$10,034,300</b>	<b>\$15,810,918</b>	<b>\$9,965,305</b>	<b>19.2%</b>	<b>49.2%</b>	<b>\$10,698,196</b>
Self Insurance	2,547,905	7,786,867	7,385,138	2,949,634	2,257,476	1,780,159	34,741	29.0%	24.6%	1,160,489
Worker Comp	148,111	22,100	92,000	78,211	0	26,977	0	0.0%	29.3%	91,827
Other Post Employment Ber	530,860	112,014	112,014	530,860	26,250	0	0	23.4%	0.0%	558,805
Capital Project	590,327	53,702	471,814	172,215	0	152,175	13,177	0.0%	35.0%	736,471
Building	9,537,578	120,000	702,987	8,954,591	188	465,115	283,792	0.2%	106.5%	9,077,654
Revenue Bond	22,534	20,900	20,900	22,534	0	20,600	0	0.0%	98.6%	2,151
Debt Service	200,604	1,000	0	201,604	0	0	0	0.0%	0.0%	201,234
Associated Student	211,320	80,000	80,000	211,320	25,921	16,816	0	32.4%	21.0%	263,292
Financial Aid	19,146	6,200,000	6,200,000	19,146	2,958,388	2,958,388	0	47.7%	47.7%	1,251,463
Scholarship & Loans	68,307	3,500,000	3,500,000	68,307	1,131,224	1,099,799	0	32.3%	31.4%	394,851
Trust Funds	348,636	2,135,000	2,135,000	348,636	851,055	848,839	0	39.9%	39.8%	944,150
Orr Estate	30,333	25,000	20,000	35,333	10,952	13,319	0	43.8%	66.6%	22,485
<b>Total all Funds</b>	<b>\$19,949,550</b>	<b>\$72,250,854</b>	<b>\$73,092,981</b>	<b>\$19,107,423</b>	<b>\$17,295,754</b>	<b>\$23,193,105</b>	<b>\$10,297,016</b>	<b>23.9%</b>	<b>31.7%</b>	<b>\$25,403,067</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

New Business Agenda Item No. C

Fiscal Services  
College Area

### Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending September 30, 2017.

### Background:

The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending September 30, 2017, was 1.25%. Approximately 83.4% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 16.6% is invested in corporate debt and is rated in the higher levels of investment grade.

### Budgetary Implications:

None.

**INFORMATION:** County of Monterey Investment Report for the quarter ending September 30, 2017.



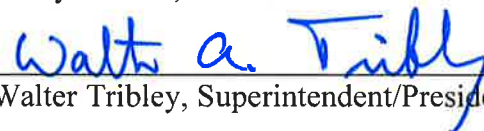
**Recommended By:**

\_\_\_\_\_  
Steven L. Crow, Ed.D., Vice President of Administrative Services

**Prepared By:**

  
\_\_\_\_\_  
Rosemary Barrios, Controller

**Agenda Approval:**

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President



## Monterey County Board of Supervisors

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

### Board Order

Upon motion of Supervisor Alejo, seconded by Supervisor Phillips and carried by those members present, the Board of Supervisors hereby:

Received and accepted the Treasurer's Report of Investments for the Quarter Ending September 30, 2017.

PASSED AND ADOPTED this 24th day of October 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Salinas, Parker and Adams

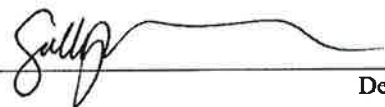
NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting October 24, 2017.

Dated: October 24, 2017  
File ID: 17-1070

Gail T. Borkowski, Clerk of the Board of Supervisors  
County of Monterey, State of California

By  Deputy





# Monterey County

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

## Board Report

Legistar File Number: 17-1070

October 24, 2017

**Introduced:** 10/12/2017

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2017.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:  
Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2017.

### SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the July-September period, the investment portfolio position by investment type, a listing of historical Monterey County Treasury Pool yields versus benchmarks, and the investment portfolio by maturity range.

### DISCUSSION:

During the July-September quarter, treasury yields continued to slowly move upward in response to the Fed's efforts to normalize policy by raising the interest rates. However, current inflation and growth expectations are keeping longer term yields relatively low. Despite the impact of the Hurricanes in the 1st quarter, inflation pressures continue to decline from levels at the beginning of the year and the labor market remains strong. The unemployment rate went down to 4.2%, hitting the lowest level in more than 16 years and the average hourly earnings, an important gauge of wage growth, grew 2.9% over the past 12 years providing a positive outlook for a future rate hike.

On September 30, 2017, the Monterey County investment portfolio contained an amortized book value of \$1,291,399,877.18 spread among 116 separate securities and funds. The par value of those funds was \$1,291,516,016.16, with a market value of \$1,289,937,988.14 or 99.9% of amortized book value. The portfolio's net earned income yield for the period was 1.25%. The portfolio produced an estimated quarterly income of \$ 4,012,209.73 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 339 days. The County Treasury outperformed most of the portfolio benchmarks due to a consistent investment strategy that uses short term debt to provide liquidity while also taking advantage of higher rates in the one to three-year investment range.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contains sufficient liquidity to meet all projected outflows over the next six

months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California and live-bid pricing of corporate securities.

OTHER AGENCY INVOLVEMENT:

A copy of this report will be distributed to all agencies participating in the County investment pool and the Treasury Oversight Committee. In addition, the report will be published on the County Treasurer's web site. A monthly report of investment transactions is provided to the Board of Supervisors as required by Government Code 53607.

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will meet or exceed budgeted revenue.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Administration initiative by reporting on the county investments thereby providing transparency and accountability in the management of county funds.

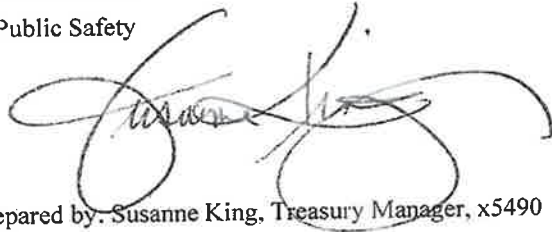
Economic Development

Administration

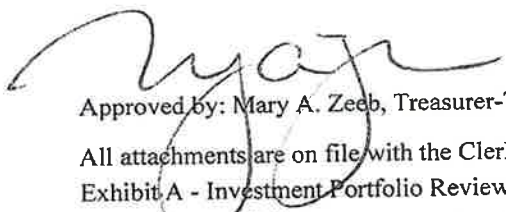
Health & Human Services

Infrastructure

Public Safety



Prepared by: Susanne King, Treasury Manager, x5490



Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5474

All attachments are on file with the Clerk of the Board:

Exhibit A - Investment Portfolio Review 09.30.17

Exhibit B - Portfolio Management Report 09.30.17

Exhibit C - Monterey County Historical Yields vs. Benchmarks 09.30.17

Exhibit D - Aging Report 10.01.17

cc:

County Administrative Office

County Counsel

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee

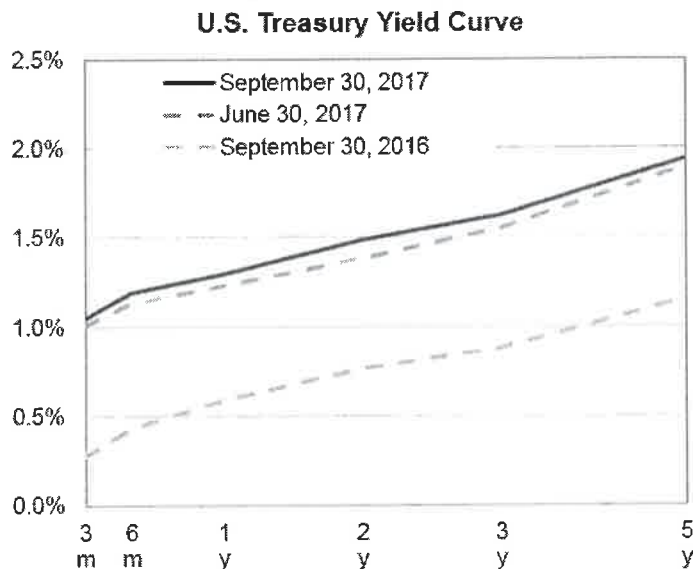
## Exhibit A Investment Portfolio Review Quarter Ending September 30, 2017

### OVERVIEW July 1, 2017 – September 30, 2017

During the July-September quarter, the two-year treasury yields continued to slowly move upward in response to the Fed's efforts to normalize policy by raising the interest rates. However, current inflation and growth expectations are keeping longer term yields relatively low. Despite the impact of Hurricanes in the 1<sup>st</sup> quarter, inflation pressures continue to decline from levels at the beginning of the year and the labor market remains strong. The unemployment rate went down to 4.2%, hitting the lowest level in more than 16 years and the average hourly earnings, an important gauge of wage growth, grew 2.9% over the past 12 years providing a positive outlook for a future rate hike. Although the Federal Open Market Committee (FOMC) did not raise the federal funds rate this quarter, the probabilities increased for a third-rate hike by the end of the year due to these conditions.

### U.S. TREASURY YIELD CURVE

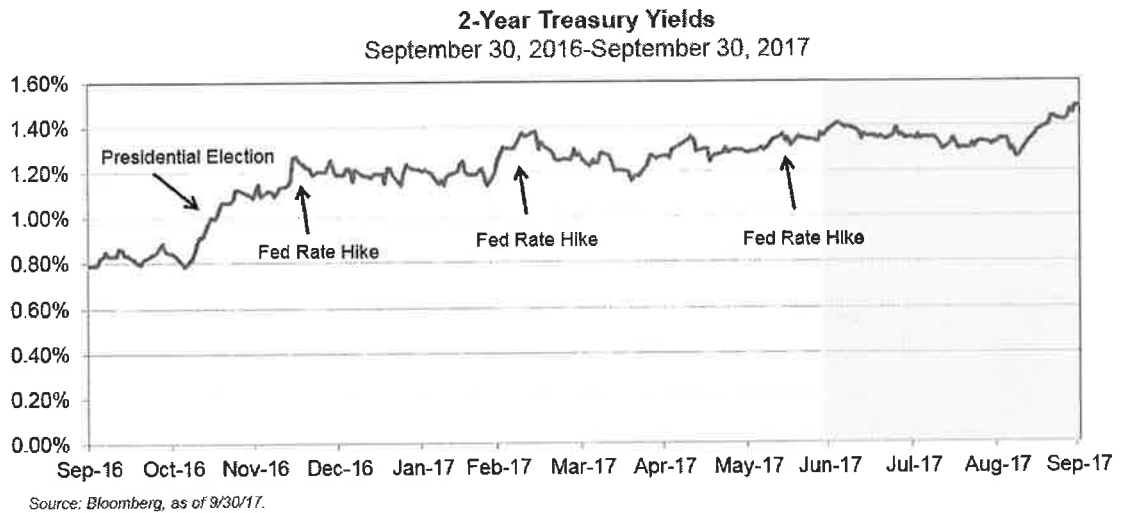
- Treasury yields are substantially higher compared to a year ago. Short-term yields continue to rise in response to the Fed raising rates in their efforts to normalize policy. Longer-term yields still remain relatively low in response to lower inflation and growth expectations.



**Yield Curve History**

Maturity	6/30/17	9/30/17	Change
3-Mo.	1.01	1.05	0.04
6-Mo.	1.13	1.19	0.06
1-Yr.	1.23	1.29	0.06
2-Yr.	1.38	1.49	0.11
3-Yr.	1.55	1.62	0.07
5-Yr.	1.89	1.94	0.05
10-Yr.	2.31	2.33	0.02
20-Yr.	2.61	2.60	0.01
30-Yr.	2.84	2.86	0.02

Two-year treasury yields moved modestly higher towards the end of the quarter, possibly due to heightened expectations of another increase in the Fed funds target rate later this year and a tax overhaul that could increase government borrowing.



The County Treasury continues to outperform its portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on U.S. Treasuries, commercial paper, notes and negotiable CDs as well as maintaining federal agencies with attractive rates. The following indicators reflect key aspects of the County’s investment portfolio in light of the above noted conditions:

1. **Market Access** – During the quarter, investment purchases included the purchase of a CD for the main portfolio and various U.S Treasuries, Federal Agency Bonds, a CD and Corporate Notes to establish a custom investment portfolio for MCOE/MERMA. The Treasurer continues to keep a higher level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. **Diversification** - The Monterey County Treasurer’s portfolio consists of 116 separate fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition					
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
16.7%	7.1%	14.70%	27.5%	31.6%	2.5%

• Total may not equal 100% due to rounding

3. **Credit Risk** – Approximately 83.4% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (16.7%) is rated in the higher levels of investment grade and all federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County’s portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition												
AAA	AAAm	AA+	AA	AA-	A+	A	A-	A-1+ (Short-Term)	A-1 (Short-Term)	Aaf/S1+ (CalTrust)	BBB+	Not Rated (LAIF/MMF)
1%	11%	60%	1%	6%	5%	3%	2%	4%	2%	3%	1%	1%

4. **Liquidity Risk** – Liquidity risk, as measured by the ability of the County’s Treasury to meet withdrawal demands on invested assets, was managed during the July-September quarter. The portfolio’s average weighted maturity was 339 days, and the County maintained \$189M (15%) in overnight investments to provide immediate liquidity. In addition, the County maintained \$564M (44%) in securities with maturities under a year to provide enhanced liquidity.

**PORTFOLIO CHARACTERISTICS**

	<u>June 30, 2017</u>	<u>September 30, 2017</u>
Total Assets	\$1,406,749,451.38	\$1,291,516,016.16
Market Value	\$1,404,654,946.58	\$1,289,937,988.14
Days to Maturity	398	339
Yield	1.22%	1.25%
Estimated Earnings	\$4,367,421.71	\$4,012,209.73

## **FUTURE STRATEGY**

The Treasurer has 41% of the portfolio invested in the 1-3-year maturity range and 44% invested in maturities under one year to take advantage of the higher yields offered in those parts of the yield curve. We will continue to run the portfolio to manage safety and liquidity while maximizing the rate of return.



# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Money Market Accts - GC 53601(k)(2)</b>												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS12159	12159	DREYFUS AMT FREE TAX EXEMPT MM		08/18/2017	7,001,528.77	7,001,528.77	7,001,528.77	0.598			0.598	
SYS11830	11830	Federated		07/01/2017	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			800,000.00	800,000.00	800,000.00	0.944	Aaa	AAA	0.944	
<b>Subtotal and Average</b>			<b>4,148,324.60</b>		<b>7,801,528.77</b>	<b>7,801,528.77</b>	<b>7,801,528.77</b>				<b>0.633</b>	
<b>State Pool - GC 16429.1</b>												
SYS11361	11361	LAIF			8,400,000.00	8,400,000.00	8,400,000.00	0.924			0.924	
<b>Subtotal and Average</b>			<b>10,471,739.13</b>		<b>8,400,000.00</b>	<b>8,400,000.00</b>	<b>8,400,000.00</b>				<b>0.924</b>	
<b>CALTRUST/CAMP - GC 53601(p)</b>												
SYS11801	11801	CalTrust			40,400,000.00	40,400,000.00	40,400,000.00	1.160	Aaa	AAA	1.160	
SYS11802	11802	CalTrust			1,000,000.00	1,000,000.00	1,000,000.00	0.917	Aaa	AAA	0.917	
SYS10379	10379	Calif. Asset Mgmt			130,900,000.00	130,900,000.00	130,900,000.00	1.147		AAA	1.147	
SYS11961	11961	Calif. Asset Mgmt		07/01/2017	0.00	0.00	0.00	0.658		AAA	0.658	
<b>Subtotal and Average</b>			<b>97,390,217.39</b>		<b>172,300,000.00</b>	<b>172,300,000.00</b>	<b>172,300,000.00</b>				<b>1.149</b>	
<b>SWEEP ACCOUNT-MORG STNLY</b>												
SYS12041	12041	Morgan Stanley			1.00	1.00	1.00	0.731			0.731	
<b>Subtotal and Average</b>			<b>67,876.16</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>				<b>0.731</b>	
<b>SWEEP ACCOUNT - CUSTOM</b>												
SYS12138	12138	Morgan Stanley		07/31/2017	208,486.39	208,486.39	208,486.39	0.905			0.905	
<b>Subtotal and Average</b>			<b>4,512,195.42</b>		<b>208,486.39</b>	<b>208,486.39</b>	<b>208,486.39</b>				<b>0.905</b>	
<b>Medium Term Notes - GC 53601(k)</b>												
0258M0DP1	12088	American Express Credit		06/27/2016	10,000,000.00	10,055,700.00	10,107,134.93	2.250	A2	A-	1.660	08/15/2019
025816BM0	12156	American Express Credit		08/21/2017	250,000.00	249,782.50	249,782.50	2.500	A3	BBB+	2.519	08/01/2022
037833BQ2	12066	Apple Inc Corp Notes		02/23/2016	6,000,000.00	6,011,340.00	5,999,526.39	1.700	Aa1	AA+	1.706	02/22/2019
037833AQ3	12129	Apple Inc Corp Notes		04/07/2017	10,000,000.00	10,089,589.45	10,089,589.45	2.100	Aa1	AA+	1.528	05/06/2019
037833CQ1	12151	Apple Inc Corp Notes		08/17/2017	250,000.00	251,337.06	251,337.06	2.300			2.177	05/11/2022
05531FAV5	12153	BB&T Corporation		08/21/2017	250,000.00	249,556.17	249,556.17	2.050	A2	A-	2.101	05/10/2021
06406HCZ0	12126	Bank of New York Mellon Corp		03/17/2017	10,000,000.00	10,009,226.02	10,009,226.02	2.150	A1	A	2.110	02/24/2020
084670BX5	12098	Berkshire Hathaway Finance		08/15/2016	2,415,000.00	2,402,876.70	2,414,873.61	1.150	Aa2	AA	1.156	08/15/2018

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0



# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,200,015.50	8,186,618.00	1.718	Aa1	AA	1.519	06/24/2018
17275RBG6	12104	Cisco Systems Inc Corp		09/20/2016	9,000,000.00	8,901,900.00	8,993,441.75	1.400	A1		1.438	09/20/2019
17275RBD3	12150	Cisco Systems Inc Corp		08/17/2017	250,000.00	252,080.40	252,080.40	2.200	A1	AA-	1.946	02/28/2021
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,825,523.20	3,838,877.49	2.050	Baa1	A-	2.068	06/07/2019
191216BV1	12130	Coca-Cola Co		04/07/2017	4,431,000.00	4,418,845.07	4,418,845.07	1.375	Aa3	AA-	1.543	05/30/2019
25468PDH6	12064	The Walt Disney Copr		01/08/2016	2,710,000.00	2,712,601.60	2,708,463.38	1.650	A2	A	1.696	01/08/2019
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,359,400.00	10,072,601.16	5.250	Aa	AA	1.150	12/06/2017
38141GVT8	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,409,382.45	1,412,945.73	2.000	A3	BBB+	2.096	04/25/2019
38141GVT8	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,181,376.30	7,207,588.02	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Finance		02/23/2016	3,780,000.00	3,764,502.00	3,779,648.97	1.700	A1	A+	1.707	02/22/2019
02665WBE0	12091	American Honda Finance		07/12/2016	2,500,000.00	2,455,575.00	2,498,516.20	1.200	A1	A+	1.234	07/12/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	20,008,600.00	19,995,885.96	1.800			1.812	05/17/2019
458140AZ3	12136	INTEL CORP		05/15/2017	10,000,000.00	10,015,200.74	10,015,200.74	1.850	A1	A+	1.790	05/11/2020
458140AZ3	12155	INTEL CORP		08/21/2017	250,000.00	250,321.33	250,321.33	1.850	A1	A+	1.799	05/11/2020
24422ETE9	12063	John Deere Capital Corp		01/08/2016	8,300,000.00	8,334,943.00	8,299,789.27	1.950	A2	A	1.952	01/08/2019
46625HQU7	12081	JP Morgan Chase		05/26/2016	10,000,000.00	9,968,400.00	10,008,623.52	1.850	A3	A	1.789	03/22/2019
46625HHU7	12157	JP Morgan Chase		08/21/2017	250,000.00	265,500.75	265,500.75	4.250	A3	A-	2.129	10/15/2020
58933YAS4	12164	MERCK & CO INC		08/22/2017	250,000.00	251,058.86	251,058.86	1.850	A1	AA	1.666	02/10/2020
594918BN3	12095	MICROSOFT CORP		08/08/2016	6,500,000.00	6,412,575.00	6,495,865.22	1.100	Aaa	AAA	1.135	08/08/2019
594918BN3	12133	MICROSOFT CORP		04/07/2017	6,000,000.00	5,949,082.76	5,949,082.76	1.100	Aaa	AAA	1.568	08/08/2019
594918BG8	12149	MICROSOFT CORP		08/17/2017	250,000.00	252,017.66	252,017.66	2.000	Aaa	AAA	1.730	11/03/2020
68389XBB0	12148	Oracle Corp		08/17/2017	250,000.00	252,866.70	252,866.70	2.500	A1	AA-	2.471	05/15/2022
742718EN5	12154	Procter & Gamble Co		08/21/2017	250,000.00	249,557.25	249,557.25	1.850	Aa3	AA-	1.905	02/02/2021
713448DE5	12070	Pepsico Inc Corp Note		02/24/2016	3,850,000.00	3,836,525.00	3,849,481.11	1.500	A1	A	1.510	02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	9,939,100.00	9,993,645.56	1.450	A1	AA	1.489	06/03/2019
857477AS2	12158	State Street Corp		08/21/2017	250,000.00	254,713.20	254,713.20	2.550	A1	A	1.874	08/18/2020
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	10,002,900.00	10,004,655.76	1.450	Aa	AA	1.280	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	9,998,700.00	10,000,156.46	1.250	Aaa	AA	1.107	10/05/2017
89236TBP9	12121	Toyota Motor Corporation		01/12/2017	5,000,000.00	5,019,281.46	5,019,281.46	2.125	Aa3	AA-	1.904	07/18/2019
89236TCQ6	12165	Toyota Motor Corporation		08/22/2017	250,000.00	256,409.83	256,409.83	2.800	Aa3	AA-	2.231	07/13/2022
91159HHA1	12152	US BANCORP		08/17/2017	250,000.00	267,709.60	267,709.60	4.125	A1	A+	2.215	08/24/2021
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	9,988,000.00	10,009,606.61	1.500	Aaa	AA	1.164	01/16/2018
94974BFU9	12089	Wells Fargo & Company		06/27/2016	10,000,000.00	10,032,400.00	10,097,553.20	2.125	A2	A	1.483	04/22/2019
<b>Subtotal and Average</b>			<b>213,076,962.24</b>		<b>214,376,000.00</b>	<b>214,606,472.56</b>	<b>214,779,635.11</b>				<b>1.593</b>	

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Negotiable CDs - GC 53601(i)</b>												
06539RGM3	12166	Bank of Tokyo-MITS		09/27/2017	250,000.00	250,000.00	250,000.00	2.070	P-1	A-1	2.099	09/25/2019
06417GUE6	12127	Bank of Nova Scotia Hous		04/06/2017	10,000,000.00	10,000,000.00	10,000,000.00	1.910			1.910	04/05/2019
40428AR58	12047	HSBC Securites		11/18/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	1.540	11/17/2017
65558LWA6	12109	Nordea Bank Finland NY		12/05/2016	17,500,000.00	17,641,225.00	17,500,000.00	1.760	Aa3	AA-	1.760	11/30/2018
78009NZZ2	12072	Royal Bank of Canada		03/15/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.700	Aa3	AA-	1.700	03/09/2018
83050FXT3	12141	Skandinaviska Enskilada Banken		08/04/2017	14,000,000.00	13,994,975.00	13,994,975.00	1.840	P-1	A-1	1.860	08/02/2019
89113E5E2	12073	Toronto Dominion Bank		03/16/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.720	Aa1	AA-	1.744	03/14/2018
<b>Subtotal and Average</b>			<b>99,724,958.18</b>		<b>91,750,000.00</b>	<b>91,886,200.00</b>	<b>91,744,975.00</b>				<b>1.744</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
06538CB83	12137	Bank of Tokyo-MITS		05/16/2017	12,000,000.00	11,934,133.33	11,934,133.33	1.520	P-1	A-1	1.561	02/08/2018
13607EZV4	12132	Canadian Imperial Holding		04/07/2017	20,000,000.00	19,935,227.78	19,935,227.78	1.310			1.341	12/29/2017
<b>Subtotal and Average</b>			<b>48,641,539.54</b>		<b>32,000,000.00</b>	<b>31,869,361.11</b>	<b>31,869,361.11</b>				<b>1.423</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,019,700.00	10,003,150.00	1.125	Aaa	AA	0.975	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,981,300.00	10,004,296.38	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,979,400.00	10,005,354.09	1.000	Aaa	AA	0.890	03/29/2018
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,009,500.00	10,008,482.47	1.125	Aaa	AA	0.932	03/12/2018
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,035,800.00	10,026,535.32	1.375	Aaa	AA	0.758	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,947,800.00	10,000,000.00	1.080	Aaa	AA	1.080	06/13/2018
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,006,100.00	10,002,384.63	1.000	Aaa	AA+	0.811	11/17/2017
3130A8BD4	12082	Federal Home Loan Bank		05/27/2016	32,000,000.00	31,888,640.00	31,972,515.74	0.875	Aaa	AA+	0.992	06/29/2018
3130A8DB6	12084	Federal Home Loan Bank		06/03/2016	16,935,000.00	16,838,639.85	16,930,983.72	1.125	Aaa	AA+	1.139	06/21/2019
3130A8DB6	12090	Federal Home Loan Bank		07/12/2016	26,000,000.00	25,852,060.00	26,144,912.56	1.125	Aaa	AA+	0.797	06/21/2019
3130A8PK3	12097	Federal Home Loan Bank		08/15/2016	18,000,000.00	17,856,900.00	17,965,497.64	0.625	Aaa	AA+	0.853	08/07/2018
3130A8BD4	12099	Federal Home Loan Bank		08/15/2016	15,250,000.00	15,196,930.00	15,251,337.64	0.875	Aaa	AA+	0.863	06/29/2018
3130A9AE1	12101	Federal Home Loan Bank		08/29/2016	17,500,000.00	17,403,750.00	17,494,078.76	0.875	Aaa	AA+	0.909	10/01/2018
3130AAXX1	12125	Federal Home Loan Bank		03/17/2017	10,000,000.00	9,988,012.76	9,988,012.76	1.375	Aaa	AA+	1.458	03/18/2019
313383HU8	12144	Federal Home Loan Bank		08/16/2017	1,200,000.00	1,206,686.14	1,206,686.14	1.750	Aaa	AA+	1.538	06/12/2020
3137EADZ9	12100	Federal Home Loan Mtg Corp		08/29/2016	17,500,000.00	17,429,125.00	17,544,785.57	1.125	Aaa	AA+	0.956	04/15/2019
3137EAED7	12103	Federal Home Loan Mtg Corp		09/16/2016	10,150,000.00	10,094,885.50	10,147,829.45	0.875	Aaa	AA+	0.896	10/12/2018
3137EAEB1	12114	Federal Home Loan Mtg Corp		12/19/2016	20,000,000.00	19,735,800.00	19,758,776.77	0.875	Aaa	AA+	1.561	07/19/2019
3137EAEE5	12139	Federal Home Loan Mtg Corp		08/07/2017	1,200,000.00	1,200,236.54	1,200,236.54	1.500	Aaa	AA+	1.491	01/17/2020
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,930,700.00	10,000,000.00	1.030	Aaa	AA	1.030	05/21/2018

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,979,200.00	10,000,000.00	1.050	Aaa	AA	1.050	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,972,000.00	9,989,442.83	0.875	Aaa	AA	1.045	05/21/2018
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,080,600.00	10,074,310.11	1.700	Aaa	AA	1.157	02/27/2019
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,115,900.00	10,076,943.36	1.875	Aaa	AA+	1.060	09/18/2018
3135G0RT2	12039	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,994,500.00	10,003,361.05	0.875	Aaa	AA+	0.720	12/20/2017
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,993,200.00	10,004,351.21	0.875	Aaa	AA+	0.750	02/08/2018
3135G0J53	12069	Federal National Mtg Assn		02/23/2016	21,150,000.00	21,018,447.00	21,126,725.24	1.000	Aaa	AA+	1.080	02/26/2019
3135G0N33	12094	Federal National Mtg Assn		08/08/2016	18,675,000.00	18,415,604.25	18,648,219.81	0.875	Aaa	AA+	0.954	08/02/2019
3135G0J53	12096	Federal National Mtg Assn		08/09/2016	7,900,000.00	7,850,862.00	7,910,571.96	1.000	Aaa	AA+	0.903	02/26/2019
3135G0T29	12123	Federal National Mtg Assn		02/28/2017	12,600,000.00	12,593,526.40	12,593,526.40	1.500	Aaa	AA+	1.522	02/28/2020
3135G0ZA4	12134	Federal National Mtg Assn		04/07/2017	20,000,000.00	20,157,107.14	20,157,107.14	1.875	Aaa	AA	1.298	02/19/2019
3135G0T60	12140	Federal National Mtg Assn		08/07/2017	1,200,000.00	1,197,481.47	1,197,481.47	1.500	Aaa	AA+	1.576	07/30/2020
3135G0T29	12142	Federal National Mtg Assn		08/16/2017	1,200,000.00	1,200,422.09	1,200,422.09	1.500	Aaa	AA+	1.485	02/28/2020
<b>Subtotal and Average</b>			<b>427,523,745.89</b>		<b>408,460,000.00</b>	<b>407,170,816.14</b>	<b>408,638,318.85</b>				<b>1.041</b>	
<b>US Treasury Note-GC 53601(b)</b>												
912828A34	12042B	U.S. Treasury		11/10/2015	5,290,000.00	5,297,670.50	5,290,000.00	1.250	Aaa	AA	1.250	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	16,993,370.00	16,992,718.95	1.000	Aaa	AA+	1.066	05/31/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,014,500.00	10,000,904.72	1.250	Aaa	AA	1.242	11/30/2018
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,064,000.00	40,005,911.76	1.250	Aaa	AA+	1.236	10/31/2018
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,992,200.00	19,978,356.48	1.000	Aaa	AA+	1.166	05/31/2018
912828S68	12113	U.S. Treasury		12/19/2016	20,000,000.00	19,893,000.00	19,926,050.51	0.750	Aaa		1.200	07/31/2018
912828RE2	12115	U.S. Treasury		12/19/2016	20,000,000.00	20,125,000.00	20,051,345.77	1.500	Aaa		1.215	08/31/2018
912828H52	12116A	U.S. Treasury		12/21/2016	12,400,000.00	12,308,984.00	12,302,640.62	1.250	Aaa		1.596	01/31/2020
912828T42	12117	U.S. Treasury		12/21/2016	25,000,000.00	24,831,000.00	24,885,898.92	0.750	Aaa		1.214	09/30/2018
912828UJ7	12118	U.S. Treasury		12/21/2016	25,000,000.00	24,981,500.00	24,991,783.41	0.875	Aaa	AA	0.974	01/31/2018
912828SD3	12119	U.S. Treasury		12/21/2016	25,000,000.00	25,014,750.00	24,983,962.09	1.250	Aaa		1.299	01/31/2019
912828UR9	12120	U.S. Treasury		12/23/2016	50,000,000.00	49,883,000.00	49,951,850.05	0.750	Aaa		0.986	02/28/2018
912828N63	12122	U.S. Treasury		01/24/2017	20,000,000.00	19,989,792.82	19,989,792.82	1.125	Aaa		1.165	01/15/2019
912828UZ1	12135	U.S. Treasury		04/28/2017	50,080,000.00	49,942,785.32	49,942,785.32	0.625	Aaa		1.103	04/30/2018
912828XV7	12143	U.S. Treasury		08/16/2017	2,500,000.00	2,497,905.18	2,497,905.18	1.250			1.299	06/30/2019
912828N63	12145	U.S. Treasury		08/16/2017	2,500,000.00	2,495,284.73	2,495,284.73	1.125	Aaa		1.273	01/15/2019
912828K82	12146A	U.S. Treasury		08/16/2017	2,250,000.00	2,245,623.33	2,245,623.33	1.000	Aaa	AA+	1.225	08/15/2018
912828K5	12147	U.S. Treasury		08/16/2017	1,200,000.00	1,201,666.49	1,201,666.49	1.375			1.298	07/31/2019
912828H86	12160	U.S. Treasury		08/18/2017	2,000,000.00	1,981,833.09	1,981,833.09	1.500	Aaa		1.719	01/31/2022

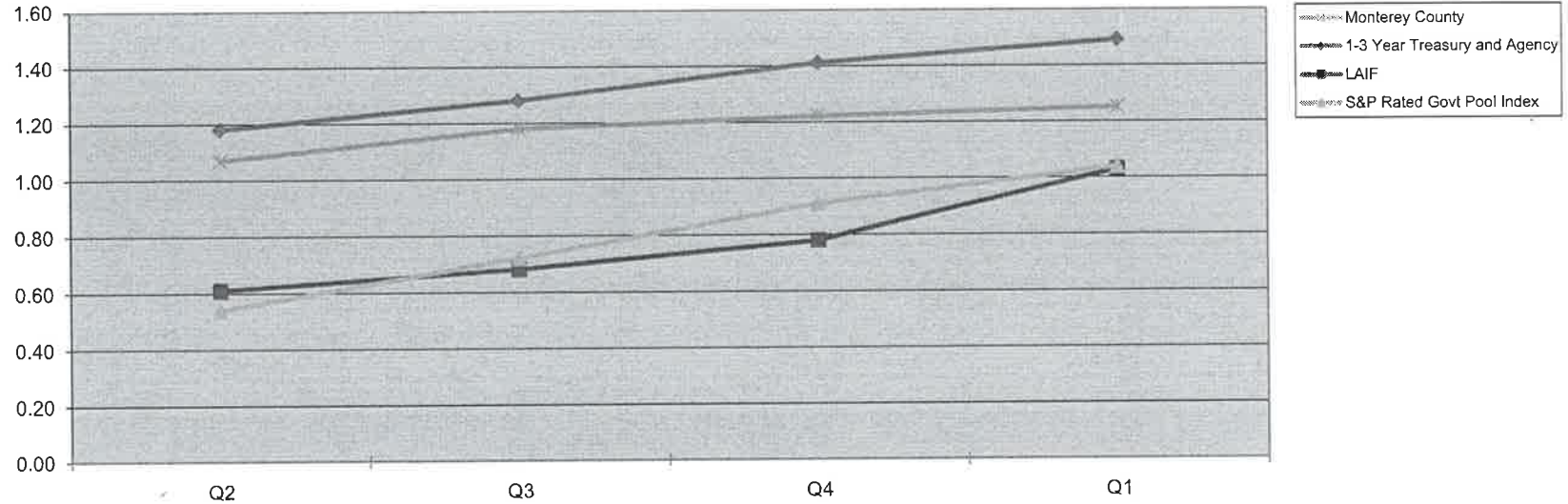
Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments September 30, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>US Treasury Note-GC 53601(b)</b>												
912828T67	12161	U.S. Treasury		08/18/2017	2,000,000.00	1,965,851.49	1,965,851.49	1.250	Aaa		1.685	10/31/2021
912828Q78	12162	U.S. Treasury		08/18/2017	2,000,000.00	1,983,901.34	1,983,901.34	1.375			1.607	04/30/2021
912828L99	12163	U.S. Treasury		08/18/2017	2,000,000.00	1,991,503.88	1,991,503.88	1.375	Aaa		1.517	10/31/2020
<b>Subtotal and Average</b>			<b>372,529,874.38</b>		<b>356,220,000.00</b>	<b>355,695,122.17</b>	<b>355,657,570.95</b>				<b>1.170</b>	
<b>Total and Average</b>			<b>1,278,087,432.91</b>		<b>1,291,516,016.16</b>	<b>1,289,937,988.14</b>	<b>1,291,399,877.18</b>				<b>1.239</b>	

## Exhibit C Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 16/17				FY 17/18			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	1.54	1.07	1.18	1.22	1.25			
1 - 3 Yr Treasury and Agency	0.79	1.18	1.28	1.41	1.49			
LAIF	0.55	0.61	0.68	0.78	1.03			
S&P Rated Govt. Pool Index	0.45	0.54	0.72	0.91	1.04			

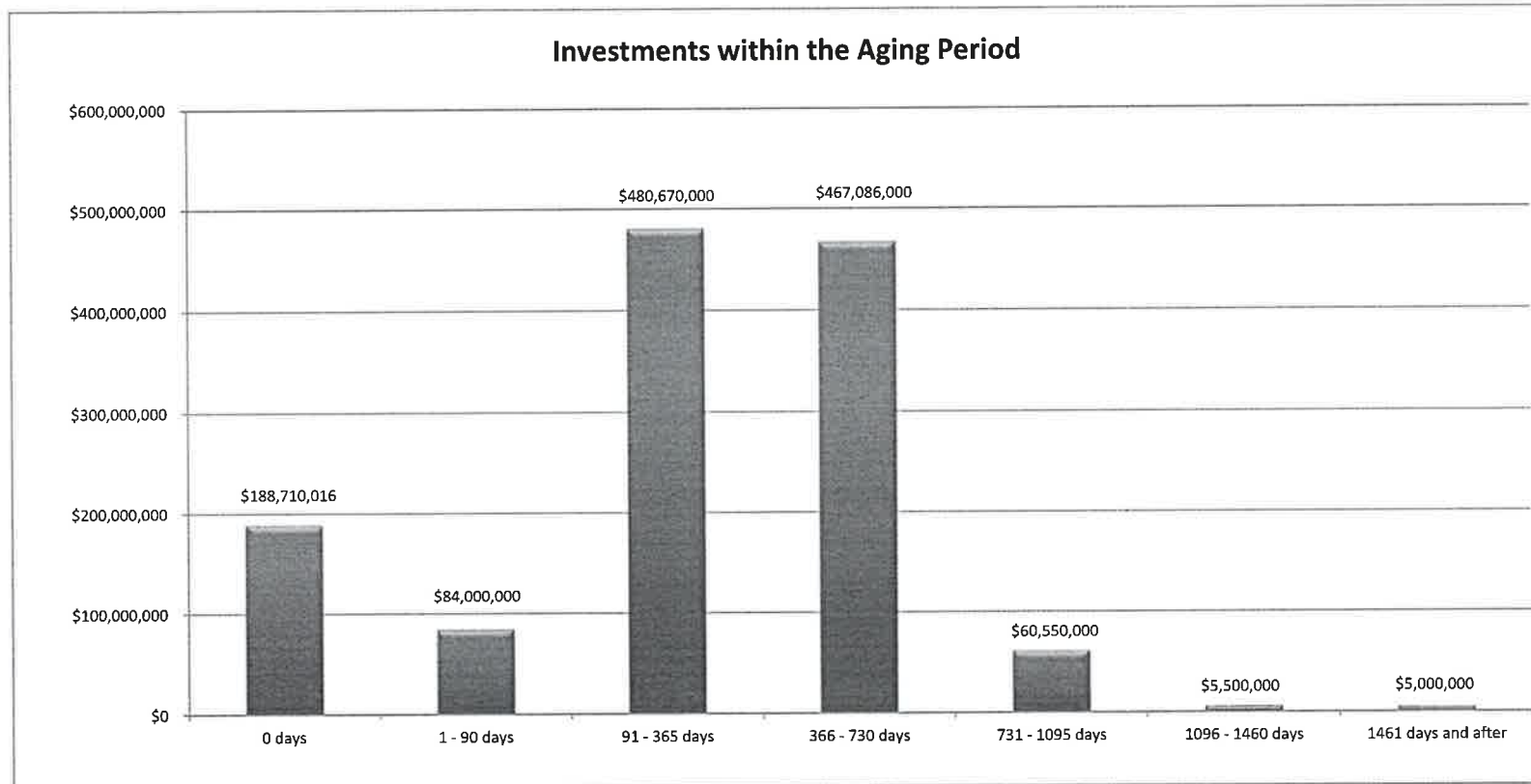
The S&P Index yields are obtained from Bloomberg

The 1-3 Yr Treasury and Agency yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg



### Exhibit D Monterey County Aging Report By Maturity Date As of October 1, 2017

Aging Interval:	Maturity Dates	Maturities	Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	( 10/01/2017 - 10/01/2017 )	11 Maturities	188,710,016.16	14.60%	188,710,016.16	188,710,016.16
Aging Interval: 1 - 90 days	( 10/02/2017 - 12/30/2017 )	7 Maturities	84,000,000.00	6.50%	84,016,881.08	84,313,627.78
Aging Interval: 91 - 365 days	( 12/31/2017 - 10/01/2018 )	29 Maturities	480,670,000.00	37.22%	480,310,839.11	479,725,124.18
Aging Interval: 366 - 730 days	( 10/02/2018 - 10/01/2019 )	43 Maturities	467,086,000.00	36.17%	467,406,423.32	466,250,155.51
Aging Interval: 731 - 1095 days	( 10/02/2019 - 09/30/2020 )	12 Maturities	60,550,000.00	4.69%	60,485,809.79	60,469,156.79
Aging Interval: 1096 - 1460 days	( 10/01/2020 - 09/30/2021 )	8 Maturities	5,500,000.00	0.43%	5,511,827.05	5,511,827.05
Aging Interval: 1461 days and after	( 10/01/2021 - )	6 Maturities	5,000,000.00	0.39%	4,958,080.67	4,958,080.67
<b>Total for 116 Investments</b>			<b>1,291,516,016.16</b>	<b>100.00</b>	<b>1,291,399,877.18</b>	<b>1,289,937,988.14</b>





# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

Board Meeting Date

New Business Agenda Item No. D

Fiscal Services

College Area

### Proposal:

That the Governing Board reviews the attached 2017-18 Budget Calendar.

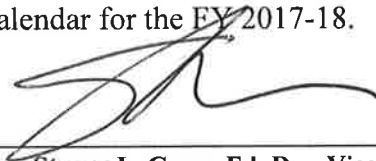
### Background:

The Budget Calendar is developed each fiscal year. This timeline may be adjusted to meet the needs of the budgeting process.

**Budgetary Implications:** None

**Information Only:** Budget Calendar for the FY 2017-18.

**Recommended By:** \_\_\_\_\_



Steven L. Crow, Ed.,D. - Vice President of Administrative Services

**Prepared By:** \_\_\_\_\_



Rosemary Barrios - Controller

**Agenda Approval:** \_\_\_\_\_



Dr. Walter Tribley - Superintendent/President

c:\rb\words\board\budgetcalendar



**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**  
**2018-2019 Budget Development Calendar\***

**REVISED Nov 15, 2017**

Deadline Date	Event	Responsible Party
<b>September 2017</b>		
September 29	2018 -19 Budget Calendar shared with Budget Committee	VP of Administrative Services
		VP of Administrative Services
<b>October 2017</b>		
October	2018 -19 Budget Calendar shared with President's' Advisory Committee	VP of Administrative Services
	<b>No Budget Meeting Scheduled</b>	
<b>November 2017</b>		
November 17	Review 2018- 2019 President's Budget Assumptions with Budget Committee	VP of Administrative Services
November 17	Review Program Review /Action Plan Updates with Budget Committee	VP of Administrative Services
November 29	Budget Calendar presented and shared with the Governing Board	VP of Administrative Services
<b>December 2017</b>		
	<b>No Budget Meeting Scheduled</b>	
December	Review 2018- 2019 President's Budget Assumptions with Board of Trustees	
<b>January 2018</b>		
January	<b>ACCCA/ACBO Governor's Proposed State Budget Workshop</b>	VP of Administrative Services
<b>February 2018</b>		
February 28	State Budget reviewed with Budget Committee.	VP of Administrative Services
February 28	Review with Budget Committee the list of prioritized items that may be included in the budget based on resources available.	VP of Administrative Services
February 28	Review with the Budget Committee the Budget Development Packet distribution process that will be followed for 2018-2019 and timeline.	VP of Administrative Services/ Controller
February	<b>Revenue information to be shared with the budget committee from the Governor's January Budget information.</b>	VP of Administrative Services/ Controller
<b>March 2018</b>		
March	<b>Budget packets sent out to Vice President's for review and distribution</b>	Controller
March	<b>Budget packets distributed to budget managers by area Vice President</b>	Area Vice President
March	Budget Committee Update	VP of Administrative Services
March	<b>Department budget packets due back to area VP for review</b>	Area Division Chair
March	<b>Budget packets due back to Fiscal Services</b>	Area Vice President

**April 2018**

April 20	Budget Committee Update	VP of Administrative Services/ Controller
----------	-------------------------	--

**May 2018**

May	<b>Governor's May Revise due mid-May</b>	VP of Administrative Services
-----	--	-------------------------------

May	Budget Committee update on May Revise. Vice President shares information affirming revenue assumptions, changes projected in the May Revise, and any other revenue and expenditure adjustments to the Tentative Budget.	VP of Administrative Services
-----	--	-------------------------------

May	<b>President's Advisory Group update on May Revise</b> <b>PAG considers the advisory groups prioritized action plans, and based on resources available and effectiveness toward meeting institutional goals and objectives, recommends items for inclusion in the College's budget to the Superintendent/President.</b>	VP of Administrative Services
-----	--	-------------------------------

May	Fiscal Services completes data inputs for Tentative Budget draft	Controller
-----	--	------------

**June 2018**

June	Budget Committee reviews the Tentative Budget	VP of Administrative Services
------	---	-------------------------------

June	<b>President's Advisory Group Advises President on Tentative Budget</b>	VP of Administrative Services
------	---	-------------------------------

June	<b>Governing Board reviews and approves the Tentative Budget</b>	Superintendent/President / VP of Administrative Services
------	--	---

June	<b>Governor signs 2018-19 State Budget</b>	
------	--	--

**July 2018**

July 15	<b>Annual 320 Report submitted to the Chancellor's Office</b>	
---------	---	--

July 6-21	<b>Adjustments made to the Tentative Budget</b>	Controller
-----------	---	------------

**August 2018**

August	<b>Superintendent/President recommends final budget to Board of Trustees for approval.</b>	Superintendent/ President/ VP Administrative Services
--------	--	--

**September 2018**

September 15    **State deadline for Final Budget to be approved**  
 \*Dates are approximate and may change with changes in meeting schedules

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

New Business Agenda Item No. E

Student Services

College Area

### Proposal:

That the Governing Board approved the addendum to the 2017-2018 AB 288 College and Career Access Pathways (CCAP) Agreement between Monterey Peninsula College (MPC) and Monterey Peninsula Unified School District (MPUSD).

### Background:

Assembly Bill 288 authorized California Community College districts to enter partnership agreements with local high school districts to expand dual enrollment opportunities for high school students. The Board approved the agreement with Monterey Peninsula Unified School District at the April 2017 meeting. Since that approval, we have worked to identify an additional Automotive Technology Pathway and courses available at Seaside High School. This addendum shows the pathway and courses to be offered at Seaside High School in Spring 2018.

### Budgetary Implications:


Anticipated increase in revenue to the general fund as a result of increased enrollments and FTES for the courses offered at the local high schools.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approves the addendum to the AB 288 College and Career Access Pathways (CCAP) Agreement between Monterey Peninsula College and Monterey Peninsula Unified School District for, 2017-2018, highlighting the Automotive Technology Pathway to be available at Seaside High School.

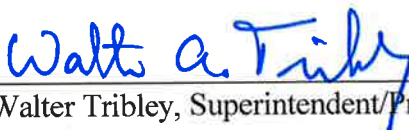
Recommended By:

  
\_\_\_\_\_  
Laurence E. Walker, Interim Vice-President of Student Services

Prepared By:

  
\_\_\_\_\_  
Jennyfer Gutierrez, Administrative Assistant to the Vice President of Student Services

Agenda Approval:

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President

**ADDENDUM**  
**October 10, 2017**  
**COLLEGE AND CAREER ACCESS PATHWAYS**  
**A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**  
**2017-2018**

1. **CCAP AGREEMENT PROGRAM YEAR FALL 2017** - COLLEGE has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2017-2018

COLLEGE: Monterey Peninsula College

SCHOOL DISTRICT: Monterey Peninsula Unified School District

**A. 1 HIGH SCHOOL: Seaside High School EDUCATIONAL PROGRAM: Automotive Technology**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 15	TOTAL PROJECTED FTES: 2.91
---	----------------------------

COURSE NAME	COURSE NUMBER	UNITS	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Automotive Technology	AUTO 100	4	Spring	TBD	TBD	Staff	[X] CC <input type="checkbox"/> HS	<input type="checkbox"/> CC [X] HS

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses to align with high school pathways and college programs of study and for the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

**A. 2 BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS
Introduction to Automotive Technology	Giles, T. <i>Automotive Service Inspection Maintenance Repair</i> . 5th ed. Delmar.	\$121.50	N/A

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

New Business Agenda Item No. F

President's Office  
College Area

### Proposal:

That the Governing Board receives the presentation on the 2017 Student Success Scorecard.

### Background:

In its commitment to increase transfer and degree/certificate attainment, the California Community Colleges Board of Governors established the Student Success Scorecard ([scorecard.cccco.edu](http://scorecard.cccco.edu)) as a performance measurement system that tracks student success for specific, pre-defined cohorts of students at all 114 California community colleges. Metrics in the Scorecard include retention and degree/transfer rates and students' performance in remedial instruction, job training programs, and transfer-level coursework. The Scorecard therefore serves as one of several indicators colleges use when considering overall effectiveness.

At the November 29, 2017 Regular Board meeting, the Board will receive a report on Monterey Peninsula College's 2017 Scorecard Report. The report will be presented by Dr. Rosaleen Ryan, Director of Institutional Research, and Catherine Webb, Interim Dean of Planning, Research, & Institutional Effectiveness.

### Budgetary Implications:

None.

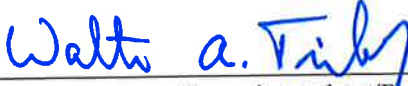
**INFORMATION:** Student Success Scorecard 2017

**Recommended By:** Dr. Walter Tribley, Superintendent/President

**Prepared By:**

  
Catherine Webb, Interim Dean – Planning, Research & Institutional Effectiveness

**Agenda Approval:**

  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

Academic Affairs

College Area

New Business Agenda Item No. G

### Proposal:

That the Governing Board review the Program Review report for the Physical Education Division.

### Background:

According to the Program Review procedures, which were developed by the Academic Affairs Advisory Group (AAAG), recommended by the President's Cabinet and approved by the Superintendent/President, an information report is to be prepared for the Board meeting summarizing program reviews conducted during each academic year.

During the 2016-2017 academic year, a program review was conducted by the Physical Education faculty and staff. Support team members, Michael Gilmartin, Leandro Castillo and Kathleen Rozman, who met with program faculty in the fall, reviewed all materials submitted, offered suggestions and drafted the Executive Summary.

The Executive Summary report is attached for the Governing Board's review.

### Budgetary Implications:

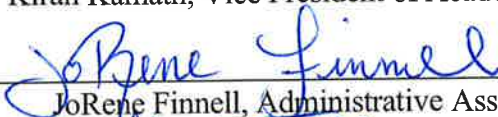
None

**INFORMATION:** Program Review for the Physical Education Division.

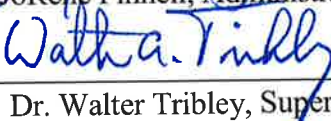
Recommended By:

  
Kiran Kamath, Vice President of Academic Affairs

Prepared By:

  
JoRene Finnell, Administrative Assistant IV

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President



PHYSICAL EDUCATION DIVISION  
PROGRAM REVIEW EXECUTIVE SUMMARY  
2016-2017

The Division is made up of several departments which support a common theme of human movement and how it promotes the idea of healthy living and wellness. Through movement and education the department uniquely addresses both the physical and mental needs of students and a holistic approach to well-being.

The Division's courses are broken into the following departments or areas of emphasis:

- *Adapted Physical Education*  
Although it is a categorical program, the Adapted courses are part of the Physical Education Division. The department's program offers a number of courses for students who have special needs for physical activity.
  
- *Physical Education*  
The Physical Education Department consists primarily of courses designed to enhance skills through participation in games or sports such as golf, tennis, volleyball and several more. Intercollegiate Athletic courses are also a part of this program although the program review of athletics is completed through Student Services.
  
- *Dance*  
The Dance Department offers courses in a variety of dance forms and in multiple skill levels. The Dance Department also supports students' performance interests by sponsoring Spring Dance Concerts.
  
- *Physical Fitness*  
The Physical Fitness Department is the largest in the Division in terms of FTES development. The Physical Fitness Department encompasses both the open lab Fitness and Weight Training Center and group instruction offered in the dance building and swimming pool. The department also supports the Division's vocational programs of Massage Therapy and the Fitness Instructor Training.
  
- *Massage Therapy*  
Although the Massage Therapy program is not an official department, it is reviewed independently for program review purposes. Massage courses are listed under Physical Fitness. The Massage Therapy program consists of courses leading to certificates and degrees and the ability to work as a massage therapist. Like other certificate/degree programs, the department utilizes courses offered in Physical Fitness and from other divisions on campus to fulfill certificate/degree requirements.



- *Division Office*  
The Division Office supports and coordinates PE Division activities as well as Intercollegiate Athletic activities.

**Program Activities Noted in the 2010/2011 Program Review and Achieved in the Last Six Years**

- Redesigned the lower gym and completed the remodeling process creating a better functioning building. This included gym offices, classrooms, locker rooms, equipment room and training room. The reconfiguration allowed elimination of the antiquated pool locker room.
- Completed renovation of the campus swimming pool. Redesign has saved significant utilities expenses.
- Staff has addressed changing state regulations regarding repeatability by revising and adding new curriculum to meet state requirements and attempting to retain enrollment.
- The Division continued to reduce instructional hours which had already been reduced by 70 hours per week. An example would be the reduction of instructional hours in the Fitness Center from 102 to 74.
- Further reduced budgets across departments in response to state and campus budget reductions.
- Developed Marina Education Center course schedule and faculty. Work is still in progress.
- Continued the Division's outreach efforts in the community.

**Program Strengths and More Recent Initiatives/Activities**

- Dedicated faculty and staff in all departments who put forth phenomenal effort for the college in all aspects of the program despite the challenges the college has faced.
  - Continued to maintain enrollments in many areas despite being an all elective program. Enrollment has shifted from life-long learners to more cyclical enrollment.
- 
- Moved the Kinesiology AA-T through the approval process. This included revising PHED 40 – Introduction to Kinesiology to match CSU curriculum. New course has been highly enrolled.
  - Developed new PHED 45 – Introduction to Allied Health course and revised PHED 50 – Orientation for Athletics into online course.
  - Participated in course reflection/assessment process and updated course offering. According to division records, 132 of 139 existing courses have been assessed, or 95%. This effort is ongoing.

- Developed improved online materials for Fitness Center courses. Enhanced communication with students.
- Maintained high retention and completion rates for division courses.
- Updated degrees and certificate programs for Massage Therapy Program to meet changing state requirements.
- Restarted the MPC Dance Concert although only once per year rather than each semester. This is despite having no full-time dance instructor. Requires many volunteer hours by adjunct instructors.
- Maintained much of the Division's variety of courses offered to serve the interest of the community. Identifying quality instructors is the key.

#### Challenges and Opportunities

- Because of college budget issues, support from Facilities staff has been reduced. The division courses are dependent on unique facilities which are not being adequately maintained. Artificial turf fields are in need of replacement and staff is required to keep outdoor classrooms clean and functioning. There has been very little support for swimming pool maintenance which hurts enrollment and retention
- Work with EMS and staff to ensure accuracy of data as pertains to efficiency for departments, particularly Physical Fitness and Dance.
- The division must address program outcomes and assessments for all division programs by Fall 2017.
- Campus budgets for equipment, supplies and maintenance are not adequate to meet needs.
- Specialized equipment must be replaced over time. The ability to do so has been dependent on instructional equipment funds which are not always available.
- The division will be losing a full-time staff member with highly enrolled classes. The instructor is not currently scheduled for replacement. There is a need for a full-time instructor/coach for a women's program to address gender equity.
- The Massage Therapy Program is coordinated by an adjunct instructor who spends many hours recording student work toward certification. There is currently no budget for this work.

- There is no full-time instructor with dance expertise which is a challenge for coordinating department activities such as scheduling, curriculum, course and program assessments and the MPC Dance Concert.
- The division has restructured the Fitness Center operation which has resulted in decreased enrollment. Analysis for the future is required.
- The division has not found a means for accommodating life-long learners. The current process for community education courses is not manageable in its current form/requirements. Auditing courses has not been embraced by the college and the fee rate is too low to provide the college resources.
- A large number of division courses are taught by adjunct instructors. It has become increasingly difficult to find qualified faculty.
- The division is participating in a possible Sports Medicine Pathway with local school districts.
- After many years of partnering with Rancho Canada Golf Club, the courses closed in December 2016. The division is working on building new relationships for golf activity classes and the golf team.

#### Program Goals

- Determine best manner to operate the Physical Fitness Training Center to balance college and student needs while maintaining FTES.
  - Develop and assess program goals while updating student learning outcomes.
  - Continue to analyze division course schedules serving students and college goals for efficiency and work with staff to solidify data regarding productivity.
  - Seek support from the Facilities Department for maintenance and cleanliness of division spaces.
  - Monitor changes in fitness activities to keep curriculum current.
- 
- Replace faculty and staff as needed to serve students in division activities.
  - Develop plans for a Sports Medicine Pathway for local high school students.
  - Replace worn artificial turf in division facilities to ensure safety of students and community users.

- Renovate the tennis courts which are in very poor condition as a college classroom. This is an unfinished bond project.
- Continue to monitor the massage therapy course schedule for efficiency and to help students to program completion.
- Evaluate fitness lecture courses to consider turning them into transferable options.

### PE Division - Enrollment By Course Level

	DANCE		PFIT		PHED	
	AB	CD	AB	CD	AB	CD
FALL 2015	109	23	631	148	107	19
SPRING 2016	136	28	608	158	141	39
FALL 2016	91	27	572	127	80	28
TOTALS	336	78	1811	433	328	86
PERCENT OF ENROLLMENT	81.2%	18.8%	80.7%	19.3%	79.2%	20.8%
THREE SEMESTERS TOTAL		AB	2475	CD	597	
PERCENT OF TOTAL ENROLLMENT			80.6%		19.4%	

### FITNESS CENTER ENROLLMENT

	FIRST TIME ENROLLMENT		ENROLLED PREVIOUS 3 YEARS	
FALL 2016	611	66.1%	313	33.9%
TOTAL UNDUPLICATED ENROLLMENT			924	

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

Office of the Superintendent/President  
College Area

New Business Agenda Item No. H

### Proposal:

That the Governing Board approves the employment agreement with Mr. David J. Martin to serve as the Vice President of Administrative Services of Monterey Peninsula Community College District effective January 1, 2018 through December 31, 2020.

### Background:

Following a thorough recruitment and search process conducted during the fall semester, the employment of David J. Martin as Vice President of Administrative Services is being recommended by Superintendent/President Dr. Walter Tribley for the approval of the Board of Trustees.

Mr. Martin is currently serving as the Interim Vice Chancellor of Finance and Administration at San Francisco Community College District (SFCCD) since July 2017. He is responsible for the oversight of business services, risk management, campus safety, information technology, and facilities/capital planning. From June 2015 to June 2017, Mr. Martin served as the Associate Vice Chancellor, Finance and Administration and CFO at SFCCD.

Prior to a career in the California Community College System, Mr. Martin was employed as a Senior Audit Manager with Vavrinek, Trine, Day & Company, performing annual financial statement audits for numerous California Community Colleges throughout the state. In addition, he consulted on Prop 39 bond compliance, internal control structure, fraud prevention, and post-employment benefit liability planning.

Mr. Martin received a Bachelor's degree in Administration with a concentration in Accounting from California State University, San Bernardino. He will be completing his MBA from California State University, East Bay in December 2017. Mr. Martin is a licensed Certified Public Accountant.

The final contract terms have been agreed to and are attached for review and approval. Mr. Martin's initial salary placement is Vice President Row, Step 5 on the administrative salary schedule.

### Budgetary Implications:

Included in budget.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment agreement with Mr. David Martin to serve as the Vice President of Administrative Services of Monterey Peninsula Community College District effective January 1, 2018 through December 31, 2020.

Recommended By:

Walt A. Tribley  
Dr. Walter Tribley, Superintendent/President

Prepared By:

Susan Kitagawa  
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:

Walt A. Tribley  
Dr. Walter Tribley, Superintendent/President



## MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

### EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and David J. Martin ("Vice President").

#### WITNESSETH

**1. Term of Employment.** Vice President is hereby employed in the position of Vice President of Administrative Services for the period commencing on January 1, 2018 and ending on December 31, 2020 subject to renewal by mutual agreement or earlier termination pursuant to the terms of this Agreement.

**2. Salary.** Vice President's monthly salary shall be \$12,436 or annual salary of \$149,232 which represents Vice President Row, Step 5 on the Administrative Salary Schedule. Vice President's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. During the duration of this agreement, Vice President's salary shall reflect increases to the Administrative Salary Schedule.

**3. Stipends.** Vice President will also receive a stipend equal to 5% of Vice President's salary per District negotiating team(s) as assigned. The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes.

Vice President may be eligible to receive a stipend of \$240 per month for an earned doctorate from an accredited institution. This allowance shall be treated as salary for tax purposes and is creditable compensation for CalPERS purposes.

**4. Health Benefits.** Vice President shall receive the same health and welfare benefits provided to all other administrative personnel.

**5. Car Allowance.** District will provide a \$200.00 per month car allowance to Vice President. The allowance shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes, but shall not be treated as creditable compensation for CalPERS purposes.



6. **Personal Expense Allowance and Reimbursement.** The District will provide a \$200.00 per month "personal expense allowance" to the Vice President. As with the salary installments, this amount will be payable on the normal payroll date of each calendar month. This "personal expense allowance" is intended to cover necessary expenses incurred in the course and scope of employment related to expenses incurred with travel in the district, including food and other travel expenses. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.

The District shall reimburse Vice President for actual and necessary expenses incurred within the course and scope of Vice President's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Vice President shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

7. **Cell Phone Allowance.** In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Vice President an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.

8. **Work Year.** The work year for Vice President shall be a twelve month year.

9. **Vacation.** Vice President may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Vice President shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.

10. **Sick Leave.** In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Vice President shall accrue sick leave at the rate of twelve (12) days per contract year.

11. **Other Leave.** Per Board Policy 5580, Vice President may also take an additional ten (10) days per year beyond the normal vacation for study, travel, and general professional improvement. Leave under this policy is non-cumulative and must be taken within the year in which it is earned. In no event shall any unused portion of this leave be subject to payment.



**12. Duties/Responsibilities.** Vice President shall competently perform all of Vice President's duties in accordance with the job description that will be created based primarily upon the job announcement for this position and district policies; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Superintendent/President. During the term of this Agreement, Vice President may be assigned or reassigned to any duties or positions for which Vice President possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

**13. Evaluation.** The Superintendent/President may evaluate and assess in writing the performance of Vice President at any time, and shall do so at least once a year during the term of this Agreement.

**14. Termination.** District and Vice President agree to the following provisions:

A. Mutual Consent. This Agreement may be terminated at any time by mutual consent of District and Vice President.

B. Resignation. Vice President may resign at any time by giving sixty (60) days written notice to the Superintendent/President. This Agreement shall terminate on the date the resignation is effective.

C. Non-renewal of Agreement by District. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Vice President in accordance with Education Code section 72411.

D. Termination for Cause. The Board may terminate Vice President for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Vice President's employment; (4) insubordination; or (5) conviction of offenses as defined in Education Code section 87010, and as defined in Education Code section 87011.

The Board shall not terminate this Agreement pursuant to this paragraph (d) until a written statement of the grounds for termination has first been served upon the Vice President. The Vice President shall then be entitled to a conference with the Board at which time the Vice President shall be given a reasonable opportunity to address the Board's concerns. The Vice President shall have the right to have a representative of his choice at the conference with the Board. The conference with the Board shall be the Vice President's exclusive right to any hearing otherwise required by law.

E. Disability of Vice President. Upon expiration of Vice President's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Vice President to perform the essential functions of the

position as a result of a physical or mental disability, with or without reasonable accommodation, this Agreement may be immediately terminated by the Board upon written notice to Vice President.

F. Termination without cause. Notwithstanding any provision in this Agreement, if this Agreement is terminated without cause by the Board, the cash settlement to which the Vice President is entitled shall be an amount equal to his monthly salary multiplied by the number of months remaining in the unexpired term of this Agreement. However, if the unexpired term of the Agreement is greater than eighteen (18) months, the maximum cash settlement shall be an amount equal to his then-current monthly salary, multiplied by eighteen (18).

G. Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Vice President has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Vice President solely upon written notice to Vice President and Vice President shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

H. Abuse of Office Provisions. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Vice President receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by Vice President if Vice President is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Vice President against charges involving abuse of office or position and Vice President is then convicted of such charges, Vice President shall fully reimburse the District all funds expended for Vice President's criminal defense.

**15. Tax/Retirement Issues.** The District has made no representations or warranties regarding any tax or retirement consequences of this Agreement. All tax and retirement consequences of this Agreement shall be borne exclusively by Vice President. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement, including any benefits provided to Vice President or any designated beneficiary, heirs, administrators, executors, successors or assigns of Vice President. Vice President shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time.

**16. Management Hours.** The demands of Vice President's position require more than eight (8) hours a day and/or forty (40) hours per work week. Vice President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

**17. Application of Board Policy.** Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Vice President.

**18. Indemnity:** The District will, to the maximum extent required by law, defend, indemnify and hold Vice President harmless for any acts or decisions made in good faith while performing services for the District. If the Vice President acted in good faith, in a manner Vice President believed to be in the best interests of the District and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

**19. General Terms.**

A. Integration. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.

B. Severability. If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

C. Modification. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

D. Construction of Agreement. This Agreement shall not be construed more strongly in favor or against either party regardless of which party is responsible for its preparation.

E. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

G. Board Approval. The effectiveness of this Agreement shall be contingent upon approval by District's governing board at a regular meeting in open session as required by law.

H. Binding Effect. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.

I. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

J. Public Record. The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

In witness thereof, the Monterey Peninsula Community College District of Monterey County, State of California, has caused its name to be signed by its Governing Board Chair, and its Superintendent/President, both of whom are duly authorized, and Vice President has signed his/her name signifying acceptance of the terms of this agreement.

By: \_\_\_\_\_  
Ms. Marilyn Gustafson, Chair, Governing Board  
Monterey Peninsula Community College District

Date: \_\_\_\_\_

By: Walter Tribley  
Dr. Walter Tribley, Superintendent/President  
Monterey Peninsula Community College District

Date: 11/21/2017

By: DM  
Mr. David J. Martin  
Vice President for Administrative Services

Date: 11/20/17

cc: Personnel File

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

### New Business Agenda Item No. I

Superintendent/President  
College Area

#### **Proposal:**

That the Governing Board review Board Policies: 4230 – Grading and Academic Record Symbols; 4231 – Grade Changes; 4235 – Credit by Examination; 4240 – Academic Renewal; and 4400 – Community Services Programs.

#### **Background:**

In May 2012, the District approved a new approach for revision of board policies where the policy language provided through the Community College League of California (CCLC) policies and procedure subscription service would be adopted without change, including the numbering, except in limited circumstances. The goal of the new approach is to adopt CCLC's policy manual in its entirety, as a replacement for the District's existing policies. This approach will ensure the District has the essential policies in place and the deleting of out-of-date or noncompliant policies will be accomplished more efficiently. The acceptance of the CCLC policy language without revision is advised to safeguard the District and avoid the need for review of language modifications by local legal counsel, saving District legal costs.

An extensive update of board policies is currently underway to reflect CCLC policy language and policies will be presented to the Board in a group for review and approval to facilitate the policy update. Completion of this update will address one of the recommendations from the District's accreditation evaluation report.

The Board Policies Subcommittee recently completed a review of policies for the Academic Affairs area and recommends approval. The policies were reviewed and recommended by the Academic Senate. Policies 4231, 4235, and 4240 were revised by the Board Policy Subcommittee to clarify that the Superintendent/President is authorized to establish procedures, which will include the appropriate involvement of the Academic Senate.

The attached policies are presented for a first reading for Governing Board review and will return for action at the next board meeting:

Board Policy 4230      Grading and Academic Record Symbols (replaces existing MPC policy 4130)  
Board Policy 4231      Grade Changes (no existing MPC policy)  
*Board Policies 3310 and 5040 also attached for information)*

***NOTE: Policy reflects Board subcommittee revision to clarify S/P is authorized to establish procedures, which will include appropriate involvement of the Academic Senate.***



- Board Policy 4235 Credit by Examination (no existing MPC policy)  
*NOTE: Policy reflects Board subcommittee revision to clarify S/P is authorized to establish procedures, which will include appropriate involvement of the Academic Senate.*
- Board Policy 4240 Academic Renewal (no existing MPC policy)  
*NOTE: Policy reflects Board subcommittee revision to clarify S/P is authorized to establish procedures, which will include appropriate involvement of the Academic Senate.*
- Board Policy 4400 Community Services Programs (replaces existing MPC policy 3040)

**Budgetary Implications:**

None.

**INFORMATION:** First Reading of Board Policies: 4230 – Grading and Academic Record Symbols; 4231 – Grade Changes; 4235 – Credit by Examination; 4240 – Academic Renewal; and 4400 – Community Services Programs

**Recommended By:** Dr. Walter Tribley, Superintendent/President

**Prepared By:** Shawn Anderson  
Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

**Agenda Approval:** Walter Tribley  
Dr. Walter Tribley, Superintendent/President



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

### Chapter 4 Academic Affairs

---

4230

#### **BP 4230 Grading and Academic Record Symbols**

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the MPC Catalog and made available to students.

See Administrative Procedure 4230 – Grading and Academic Record Symbols

**References:** Title 5 Section 55023

**Formerly Governing Board Policy 4130 - Grading System and Scholarship Standards**

**Adopted:** December 14, 1988

**Revised:** November 19, 1991

**Revised, Renumbered, and Adopted:**



MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

B. Regulations/Standards

4130 Grading System and Scholarship Standards

~~In compliance with applicable state law and regulations, the Governing Board adopts as policy a grading system for all credit classes to be used to evaluate student performance for the awarding of degrees and certificates, certification of the level of scholarship for student transfer to other post-secondary institutions, and for such other purposes as evidence of academic performance may be necessary. This grading system shall consist of evaluative symbols, which are convertible to a numeric grade point average, and to non-evaluative symbols permitted or required by state regulations. The grading system may also include provision for the award of credit/no credit grades in those courses designated by the faculty and administration.~~

~~The Board also adopts as policy regulations on withdrawal; probation; dismissal and re-admission; academic renewal; credit by challenge examination; and, Scholastic Honors.~~

~~Grading system regulations and definitions and the Scholarship Standards regulations listed in paragraph two of this section are included as Appendix 4130 of the Governing Board Policies Handbook.~~

Reference: Education Code 72285, 76224, 76300, 78204.  
California Administrative Code, Title 5, 55750 et. seq.

Formerly Governing Board Policies 6.4, 6.5.

Revised, Renumbered and Adopted: December 14, 1988.  
Revised and Readopted: November 19, 1991



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

### **Chapter 4 Academic Affairs**

**4231**

#### **BP 4231 Grade Changes**

The Superintendent/President, with appropriate involvement of the Academic Senate, shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

See Board Policy 3310 -- Records Retention and Destruction, Administrative Procedure 4231 -- Grade Changes, and Board Policy/Administrative Procedure 5040 -- Student Records.

**References:** Education Code Sections 76224 and 76232;  
Title 5 Section 55025

**Adopted:**



MONTEREY PENINSULA  
COLLEGE

For Information

GOVERNING BOARD POLICIES

**Chapter 3    General Institution**

**3310**

**BP 3310    Records Retention and Destruction**

The Vice President for Administrative Services shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

See Administrative Procedure 3310 – Records Retention and Destruction

**References:** Title 5 Sections 59020, et seq.;  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

**Adopted:** October 24, 2012

**Reviewed:** February 24, 2016

GOVERNING BOARD POLICIES

**Chapter 5      Student Services**

**5040**

**BP 5040      Student Records, Directory Information, and Privacy**

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

See Administrative Procedures 5040 -- Student Records, Directory Information, and Privacy;  
5045 Student Records – Challenging Content And Access Log; and Board Policy/Administrative  
Procedure 4231 – Grade Changes

**References:** Education Code Sections 76200 et seq.;  
Title 5 Sections 54600 et seq.;  
20 U.S. Code Section 1232g(j);  
ACCJC Accreditation Standard II.C.8

**Adopted:** April 26, 2017



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**BP 4235 Credit by Examination**

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish administrative procedures to implement this policy. The procedures shall rely primarily on the appropriate involvement and recommendations of the Academic Senate.

See Administrative Procedure 4235 – Credit by Examination

**References:** Title 5 Section 55050

**Adopted:**



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

### **Chapter 4 Academic Affairs**

---

**4240**

#### **BP 4240 Academic Renewal**

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President shall establish procedures that provide for academic renewal. The procedures shall rely primarily on the recommendation of the Academic Senate.

See Administrative Procedure 4240 – Academic Renewal

**References:** Title 5 Section 55046

**Adopted:**





MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**BP 4400 Community Services Programs**

The District shall maintain a community services program that will enhance cultural and personal enrichment opportunities for the community by offering a varied schedule of courses, speakers, and other activities of significant quality and merit.

The community services program shall be designed to contribute to the physical, intellectual, economic, and/or civic development of the individuals or groups enrolled in it.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

**References:** Education Code Section 78300

**Formerly Governing Board Policy 3040 – Community Services**

**Adopted:** August 10, 1988

**Renumbered, Revised, and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3040 Community Services

~~It is the Policy of the Governing Board that Monterey Peninsula College should be a major cultural resource for the community~~

~~In addition to its formal curricula and programs, the College will strive to enhance cultural and personal enrichment opportunities for citizens of the District by offering to them, through the Community Services Department, a varied program of short courses, concerts, speakers, films, and other activities of the highest possible quality and merit.~~

~~Community Services programs and activities shall be supported by fees and District funds, but no state general funds shall be used for direct costs and direct support costs of the program.~~

Reference: Education Code 78300 et. seq.  
California Administrative Code, Title 5, 55001, 55002.

Adopted: August 10, 1988.

**Monterey Peninsula Community College District**  
**Governing Board Agenda**

November 29, 2017

**New Business Agenda Item No. J**

Superintendent/President  
College Area

**Proposal:**

That Board Policy 7440 – Whistleblower Protection, be renumbered Board Policy 7700 – Whistleblower Protection.

**Background:**

At the October 25, 2017 Governing Board meeting, the Board adopted several board policies, including Board Policy 7440 – Whistleblower Protection. Board Policy 7440 was numbered incorrectly. Therefore, it is recommended that it be renumbered Board Policy 7700 – Whistleblower Protection.

**Budgetary Implications:**

None.

**RESOLUTION: BE IT RESOLVED**, that Board Policy 7440 – Whistleblower Protection, be renumbered Board Policy 7700 – Whistleblower Protection.

**Recommended By:** Dr. Walter Tribley, Superintendent/President

**Prepared By:** Shawn Anderson  
Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

**Agenda Approval:** Walter Tribley  
Dr. Walter Tribley, Superintendent/President



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

### Chapter 7 Human Resources

**7449 7700**

#### **BP 7449-7700 Whistleblower Protection**

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;
- retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- directly or indirectly use or attempt to use the official authority or influence of his/her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

**References:** Education Code Sections 87160-87164;  
Labor Code Section 1102.5;  
Government Code Section 53296;  
Private Attorney General Act of 2004 (Labor Code Section 2698);  
Affordable Care Act (29 U.S. Code Section 218C)

**Adopted:** October 25, 2017

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

President's Office  
College Area

### New Business Agenda Item No. K

#### Proposal:

That the Governing Board reviews the results of the 2017 Board self-evaluation.

#### Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 2745 – Board Self-Evaluation (Attachment A), which calls for an annual self-evaluation and development of Board goals. The self-evaluation is to be conducted from August – October, with the Board goals to be approved at the end of the evaluation process.

In July 2017, Trustees Coppernoll and Steck agreed to serve as an ad hoc subcommittee of the Board to develop the evaluation process, timeline, and instruments, which were approved at the August 2017 Board meeting. The subcommittee approved two surveys—the “Governing Board Self-Evaluation,” which was provided only to the Governing Board, and the “Governing Board Evaluation,” which was provided to the Governing Board, staff members who interact with the Board, and members of the communities served by Monterey Peninsula College. The Board goals for 2017 (Attachment B) were used as the basis for the Board's self-evaluation. Both surveys were distributed with the assistance of Dr. Rosaleen Ryan, Director of Institutional Research.

The subcommittee met on October 3, 2017 to review the results of the surveys in preparation for the October meeting of the Governing Board. However, due to the absence of the Board Chair in October, the self-evaluation review was tabled. The subcommittee will provide a report at the November Board meeting, to include an assessment of the survey results.

#### Budgetary Implications:

None.

**INFORMATION:** 2017 Governing Board Self-Evaluation

**Recommended By:** Walter Tribley  
Dr. Walter Tribley, Superintendent/President

**Prepared By:** Shawn Anderson  
Shawn Anderson, Executive Assistant to Superintendent/President and the Governing Board

**Agenda Approval:** Walter Tribley  
Dr. Walter Tribley, Superintendent/President

GOVERNING BOARD POLICIES

**Chapter 2 Board of Trustees**

**2745**

**BP 2745 Board Self-Evaluation**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. In order to evaluate progress towards achieving the District's goals, the Board will annually schedule a time and place at which all members will participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance and will evaluate success in achieving last year's goals. Working with the Superintendent/President, the Board members shall develop goals for the upcoming year against which the Board shall be evaluated. A self-evaluation instrument will be based on these goals. Each Board member will complete a self-evaluation instrument independently.

In addition, the Board will seek anonymous staff, faculty, student and community input through a representative sampling of each group. The sampling will be by position (example, President of the Academic Senate). The ensuing evaluation will be based on the resulting composite picture of the Board's strengths and weaknesses. The Board will discuss the tabulated results as a group and report its outcome at a public meeting.

The evaluation process shall include the establishment of strategies for improving Board performance. A summary of the evaluation will be presented and discussed at a Board session scheduled for that purpose. The results will be used to improve board performance, academic quality, and institutional effectiveness. Goals will be set for the following year's performance and evaluation.

See Administrative Procedure 2745 – Board Self-Evaluation

See also Board Policy 2200 – Board Duties and Responsibilities

**References:** ACCJC Accreditation Standard IV.C.10

**Formerly Governing Board Policy 1009 – Board Self Evaluation**

**Adopted:** August 15, 2000

**Revised and Adopted:** May 25, 2010; November 23, 2010

**Revised, Renumbered, and Adopted:** September 28, 2016



**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD GOALS FOR 2017  
Adopted November 16, 2016**

1. Encourage an open and respectful culture at MPC in partnership with the Superintendent/President.
2. Actively participate in and support actions taken by the college to attain fiscal stability.
3. Ensure the college policies and procedures are updated, comprehensive and implemented.
4. Respond to ACCJC Accreditation recommendations and support the completion of MPC's Actionable Improvement Plans and Quality Focus Action Projects (as listed in the Institutional Self Evaluation Report, August 2016).
5. Respond to and implement appropriate recommendations of the Collaborative Brain Trust Report in order to ensure efficient and effective functioning of MPC.
6. Regularly schedule presentations with follow-up discussion opportunities on College programs and issues at Trustee meetings or study sessions.
7. Engage in legislative advocacy activities to support the college and community college systems.
8. Be open and accessible to community constituents.

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

President's Office

College Area

**New Business Agenda Item No. L**

**Proposal:**

That the Governing Board discusses the proposed Board goals for 2018.

**Background:**

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 2745 – Board Self-Evaluation (Attachment A), which calls for an annual self-evaluation and development of Board goals. The self-evaluation is to be conducted from August – October, with the Board goals to be adopted in November of each year, at the end of the evaluation process.

An ad hoc subcommittee comprised of Trustees Margaret-Anne Coppernoll and Loren Steck met with Dr. Walt Tribley, MPC Superintendent/President, on October 3, 2017 to develop draft Board goals for 2018 (Attachment B). The first reading of the Board goals, originally scheduled for the October meeting of the Governing Board, was tabled due to the absence of the Board Chair in October.

The proposed goals are being presented at the November meeting for a first reading and to receive the Board's input. The goals will then be updated with any changes and presented for adoption at the December meeting.

**Budgetary Implications:**

None.

**INFORMATION:** Proposed Governing Board Goals for 2018

**Recommended By:**

Walter Tribley  
Dr. Walter Tribley, Superintendent/President

**Prepared By:**

Shawn Anderson  
Shawn Anderson, Executive Assistant to Superintendent/President and the Governing Board

**Agenda Approval:**

Walter Tribley  
Dr. Walter Tribley, Superintendent/President

GOVERNING BOARD POLICIES

**Chapter 2 Board of Trustees**

**2745**

**BP 2745 Board Self-Evaluation**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. In order to evaluate progress towards achieving the District's goals, the Board will annually schedule a time and place at which all members will participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance and will evaluate success in achieving last year's goals. Working with the Superintendent/President, the Board members shall develop goals for the upcoming year against which the Board shall be evaluated. A self-evaluation instrument will be based on these goals. Each Board member will complete a self-evaluation instrument independently.

In addition, the Board will seek anonymous staff, faculty, student and community input through a representative sampling of each group. The sampling will be by position (example, President of the Academic Senate). The ensuing evaluation will be based on the resulting composite picture of the Board's strengths and weaknesses. The Board will discuss the tabulated results as a group and report its outcome at a public meeting.

The evaluation process shall include the establishment of strategies for improving Board performance. A summary of the evaluation will be presented and discussed at a Board session scheduled for that purpose. The results will be used to improve board performance, academic quality, and institutional effectiveness. Goals will be set for the following year's performance and evaluation.

See Administrative Procedure 2745 – Board Self-Evaluation

See also Board Policy 2200 – Board Duties and Responsibilities

**References:** ACCJC Accreditation Standard IV.C.10

**Formerly Governing Board Policy 1009 – Board Self Evaluation**

**Adopted:** August 15, 2000

**Revised and Adopted:** May 25, 2010; November 23, 2010

**Revised, Renumbered, and Adopted:** September 28, 2016

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD GOALS FOR 2018  
PROPOSED**

1. Encourage an open and respectful culture at MPC in partnership with the Superintendent/President.
2. Actively participate in and support actions taken by the college to maintain fiscal stability and increase efficiency.
3. Ensure the college policies are updated, comprehensive and implemented.
4. Respond to ACCJC Accreditation recommendations and support the completion of MPC's Actionable Improvement Plans and Quality Focus Action Projects.
5. Regularly schedule presentations with follow-up discussion opportunities on College programs and issues at Trustee meetings or study sessions.
6. Engage in legislative advocacy activities to support the college and community college systems.
7. Be open and accessible to community constituents.

# Monterey Peninsula Community College District

## Governing Board Agenda

November 29, 2017

New Business Agenda Item No. M

Superintendent/President  
Office

### Proposal:

That the Governing Board considers submitting Monterey County educational programs as potential nominees for the Monterey County School Boards Association's 2018 *Excellence in Education* Award.

### Background:

On March 22, 2018, the Monterey County School Boards Association will present the 2018 *Excellence in Education* Award to a Monterey County educational program. A list of educational programs currently being considered for the award has been provided (Attachment A). Monterey County School Boards are being asked to discuss and submit for consideration, by December 1, 2017, additional potential nominees that meet the criterion for the award (Attachment B). The Monterey County Office of Education will compile the final list of qualifying nominations, which will be sent to district school boards to agendaize at a January meeting, for the selection and submission of each district's top three nominees.

#### *Excellence in Education* Award Criteria

- Opportunity is available and accessible to students countywide.
- Impact on students' quality of life is transformative and significant.
- Addresses an unmet student need.
- Demonstrates a commitment to exceeding expectations in pursuit of addressing a challenge facing students.

Information to be Submitted to the Monterey County Office of Education for Potential Additional Nominees:

- Identify nominee(s)
- Provide an explanation of how the criterion is met for each nominee
- Forward nominations to Teri James by email: [tjames@montereycoe.org](mailto:tjames@montereycoe.org)

### Budgetary Implications:

No direct budgetary impact is anticipated.

**RESOLUTION:** BE IT RESOLVED, that the Governing Board submits potential nominees for the Monterey County School Boards Association's 2018 *Excellence in Education* Award to the Monterey County Office of Education.

**Recommended By:** Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President

**Prepared By:** Shawn Anderson  
Shawn Anderson, Executive Assistant to Superintendent/President & Governing Board

**Agenda Approval:** Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President



MONTEREY COUNTY SCHOOL BOARDS ASSOCIATION  
2018 "EXCELLENCE IN EDUCATION" AWARD

**CRITERIA:**

- Available and accessible to students countywide
- Transformative and significant impact on students' quality of life
- Highlights unmet countywide student need
- Exceeds expectations

**NOMINEES / ORGANIZATIONS BEING CONSIDERED FOR AWARD:**

**Carmel Ideas Foundation/Pebble Beach Authors and Ideas Festival: Student Ideas Festival and Festival 2 Schools**

For 10 years, all middle and high schools in Monterey County have been invited to attend the Student Ideas Festival (Thursday and Friday) of the annual Pebble Beach Authors and Ideas Festival in September. Thousands of students from throughout Monterey County have attended. In addition, over the past five years the Festival 2 Schools program has brought outstanding presenters, who have found their life passion, into county schools for large group assemblies. Inspirational speakers range from comedians to scientists, physicians to musicians, and even included former Secretary of State Condoleezza Rice and former U.S. Supreme Court Justice Sandra Day O'Connor. The foundation is committed to improving students' English language skills through reading, writing, speaking, and critical thinking. The Foundation has sponsored the countywide Big Read and has donated thousands of books to Monterey County Schools.

- All middle and high schools in Monterey County are invited to attend Student Literary Days
- Presenters renowned in their expertise present to students at school assemblies
- Foundation committed to improvement students' English language skills and inspiring them to succeed
- Exceeds expectations of students, teachers, staff who look forward to the opportunity to have inspirational speakers come to their schools to reach even more students

**First Tee of Monterey County** - In November of 2004, the First Tee of Monterey County took over the management of the Twin Creeks Golf Course in Salinas and began conducting golf and life skills programs for youth ages 4-17. The First Tee of Monterey County members participate in weekly golf and Life Skills classes taught by recognized First Tee Coaches and PGA Apprentices; receive \$1 greens fees and large buckets of balls, free use of golf equipment and computers, friendly and competitive tournaments, scholarship opportunities, and national leadership and career exploration academies. Programs include a Healthy Habits program for healthy eating and exercising, a Computer Clubhouse for after school learning, College to Career resources, and opportunities to become a junior coach.

- Outreach efforts to minorities, low-income youth, students with disabilities, at-risk youth, and girls who were previously denied access to the game and its positive values.
- Provides life skills
- Exceeds expectations

**Girls Health in Girls Hands (GHGH)** - An initiative of the Community Foundation for Monterey County's Women's Fund, this organization gives girls in Monterey County a voice in shaping their future and an agenda for change. The Women's Fund created GHGH in 2009 as a girl-led action research project to identify health information, support and services needed by pre-teen and teen girls in Monterey County. GHGH is now a multi-year, multi-agency collaborative which has served over 1,500 girls. Through GHGH, girls throughout Monterey County have access to more comprehensive and integrated health information, are able to develop powerful leadership skills and help influence positive changes at their schools and in their communities. More than 600 girls participate in partner agency leadership programs, 20 sites enhancing girl programming across the County and GHGH summits bring girls together for advocacy, capacity building and collaboration

- Girls range from pre-teen to teenage with participation throughout Monterey County.
- Empowers girls with support services, positive influences, and leadership building.
- Exceeds expectations by involving girls on an actively engaged level.

**Monterey County Free Libraries/The Foundation for Monterey County Free Libraries** - The Foundation for Monterey County Free Libraries supports youth literacy programming of the Monterey County Free Libraries, providing year-round encouragement for youngsters to read, find success in school, and achieve their full potential. Services provided through funding from the Foundation for the Monterey County Free Libraries include literacy tutoring, live tutoring for teens online, after school homework assistance, reading programs, library book and material purchasing, technology services, internet access, and youth services programs. Monterey County Free Libraries operates seventeen branch libraries, two bookmobiles, a library by mail program, deposit collections in local schools, a literacy program which operates a literacy outreach vehicle focused on family literacy and kindergarten readiness.

- Free library services, and youth and teen programs available to all residents of Monterey County
- Outreach - two bookmobiles visit over thirty communities on a regular schedule and 35 branchlet sites throughout County
- Students of all ages, from kindergarten through college, use the centers and services regularly.

**National Steinbeck Center: Steinbeck Young Authors/Young Writers Camp and various education/performing arts programs**  
The Steinbeck Young Authors/Young Writers Camp motivates middle school students to discover their power of expressing themselves with the written word. Thousands of students participate in discovering the works of John Steinbeck in their schools. Steinbeck Young Authors teachers select students to attend a special Day of Writing at the Steinbeck Center, where they write an essay combining their personal life experiences and their studies of a John Steinbeck novel. They are paired with a volunteer writing 'coach', a community member who reviews their work with them. After the session with their coaches, students have an opportunity to edit their essays and turn them in for a final review. A panel of experts judge the students' works. All "Day of Writing" participants are invited to celebrate their accomplishments and award recipients are acknowledged at an award ceremony. Additionally the National Steinbeck Center hosts various programs and events that highlight student's art displays and performing arts groups.

- Schools throughout Monterey County participate
- Students work with coaches, one to one, to improve their writing skills
- Community volunteer coaches work with students who might not otherwise have this guidance
- Exceeds expectations and students are recognized for their work

**Sunset Cultural Center – Classroom Connections** – The Sunset Center produces an arts-in-education program called Classroom Connections which brings artists and performers to schools. This unique and comprehensive program engages youth in a series of workshops and performances designed to foster imagination, confidence, and a sense of possibility. Since 2008, they have worked with close to 8,000 students. Sunset teachers visit participating classrooms to prepare students for artist visit and present a lesson of activities, then nationally touring artists visit the classroom to work with students. Next, students see a performance at the Sunset Center and finally the Sunset Center teacher returns to the classroom to lead a post-performance discussion.

- Students range from kindergarten to high school and special needs to at-risk throughout Monterey County.
- Empowers children by breaking down the process of creating an artistic product step-by-step with artists.
- Exceeds expectations by involving students at an actively engaged level.

**The Epicenter** – Established in 2014, The Epicenter exists to empower at-risk and system involved youth ages 16-24 enabling them to flourish by connecting them to community resources that provide opportunities for equity and hope in order to improve youth outcomes in Monterey County. The Epicenter is committed to increase the number of foster youth entering into higher education. The Epicenter is centrally located in Salinas and provides three days per week of drop-in services for any youth in need. One-on-one coaching is available, workshops are offered, and referrals are made to services countywide.

- Youth led and youth-run organization that serves and empowers all at-risk youth
- Provides a connection to resources like housing, education, employment and mental/physical health and wellness.
- Provides robust and comprehensive programs to students in Monterey County designed to increase post-secondary enrollment
- Exceeds expectation by helping students realize their potential and guiding them to higher education



The Monterey County School Boards Association (MCSBA) is  
**SEEKING NOMINATIONS**  
*for the 2018 EXCELLENCE IN EDUCATION AWARD*



**AWARD CRITERIA:**

An agency, institution, organization or collaborative entity that meets the following criteria may be eligible to receive the MCSBA Excellence in Education Award:

- Opportunity is available and accessible countywide
- Impact on students' quality of life is transformative and significant
- Addresses an unmet student need
- Demonstrates a commitment to exceeding expectations in pursuit of addressing a challenge facing students

**SEEKING NOMINATIONS:**

Educational program nominations are being sought for the Monterey County School Boards Association *2018 Excellence in Education Award*. The award will be presented at the **Annual Dinner and Organizational Meeting planned for Thursday, March 22, 2018**.

Monterey County School Boards are being asked to discuss and nominate potential nominees for the award.

A list of nominees will be compiled and sent to district school boards to agendaize at a January meeting where they can select and submit their top three nominees.

**At their January 29th meeting, the MCSBA Executive Committee will review the top three selections from each district and determine the final recipient for the *Excellence in Education Award*.**

**If your board has a new nomination:**

1. Identify your nominee(s)
2. Provide an explanation of how the criterion is met for each nominee
3. Forward nominations to Teri James by email: [tjames@montereycoe.org](mailto:tjames@montereycoe.org)

**For questions or to obtain additional information about the award, please call 831-755-6463.**

**Deadline to submit new nominations:  
Friday, December 1, 2017**

**PRIOR MCSBA EXCELLENCE IN EDUCATION AWARD RECIPIENTS:**

- 2017 - Harmony at Home
- 2016 - Boys & Girls Clubs of Monterey County
- 2015 - Migrant Education Region XVI, Speech and Debate Tournament
- 2014 - Girls Inc. of the Central Coast
- 2013 - Panetta Institute's Monterey County Reads & Lecture Series Student Program
- 2012 - Big Sur International Marathon's "Just Run" Program
- 2011 - Monterey County Agricultural Education's Farm Day
- 2010 - Silver Star Youth Program Partners
- 2009 - Judge John Phillips (retired), Rancho Cielo
- 2008 - Buck Roggeman (Coach/Teacher) of PG and Lee Canter
- 2007 - District Attorney Dean Flippo, Truancy Abatement Program

Monterey Peninsula Community College District  
Governing Board Agenda

November 29, 2017

New Business Agenda Item No. N

Superintendent/President  
College Area

**Proposal:**

To review the attached Calendar of Events.

**Background:**

The Trustees request that the Calendar of Events be placed on each regular Governing Board meeting agenda for review and that volunteer assignments be made so that the Trustees become more visible on campus. Trustees will attend meetings as observers and will not represent the Board's view on issues/topics.

**Budgetary Implications:**

None.

**INFORMATION:** Calendar of Events.

**Recommended By:** Dr. Walter Tribley, Superintendent/President

**Prepared By:**

Shawn Anderson

Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

**Agenda Approval:**

Walter A. Tribley

Dr. Walter Tribley, Superintendent/President



## MPC Governing Board 2017-2018 Calendar of Events

### NOVEMBER 2017

Thursday, Nov. 23 through  
Saturday, Nov. 25  
Holiday - Thanksgiving

Wednesday, November 29  
Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room

Thursday, November 30  
**Public Reception and Artist Talk – Former Congressman Sam Farr Exhibit,  
12:30-2:00 p.m., MPC Gallery (Artist Talk at 1:00 p.m.)**

### DECEMBER 2017

Friday, December 1  
**Private Reception – Former Congressman Sam Farr Exhibit, 4:30-6:30 p.m.,  
MPC Gallery**

Monday, Dec. 11 through  
Friday, Dec. 15  
Finals

Wednesday, December 13  
**HOLD: Administrators Holiday Reception, Time TBA, Administration Building  
Lobby**

Thursday, December 14  
MPC Foundation New Board Member Orientation, 12:00-4:15 p.m., Monterey  
Peninsula College, Large Administration Conference Room  
MPC Foundation Board & Volunteer Holiday Party, 4:30pm, La Mirada

Friday, December 15  
Fall 2017 Semester Ends

Tuesday, December 19  
Fire Academy Graduation, MPC Theater, 10:00am

Wednesday, December 20  
Annual Organizational Board Meeting and Swearing-in Ceremony, Monterey  
Peninsula College  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room

Friday, Dec. 22 through  
Monday, Jan. 1  
Winter Break

### JANUARY 2018

Tuesday, January 2  
Early Spring Session Begins

Monday, January 15  
Holiday – Dr. Martin Luther King, Jr. Day

Wed.-Thurs., January 17-18  
Campus Flex Days

Friday, January 19  
Early Spring Session Ends

Monday, January 22  
Spring Semester Begins

\*Wednesday, January 24  
*Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room*

Fri.-Sun., January 26-28  
CCLC Effective Trusteeship & Board Chair Workshop (Board Chair Workshop:  
January 27), Sheraton Grand, Sacramento

Sunday, January 28 -  
Monday, January 29  
CCLC Annual Legislative Conference, Sheraton Grand, Sacramento

# MPC Governing Board 2017-2018 Calendar of Events

## FEBRUARY 2018

Friday, February 16            Holiday – Lincoln Day Observance  
Monday, February 19        Holiday – Washington’s Day  
\*Wednesday, February 28    *Regular Board Meeting, MPC Library & Technology Center*  
   *Closed Session: 11:00am, Stutzman Room*  
   *Regular Meeting: 1:30pm, Sam Karas Room*

## MARCH 2018

Sun.-Sat., March 18-24      Spring Recess  
Thursday, March 22        Monterey County School Boards Association’s Annual Organizational Meeting  
   and Dinner, 5:30pm, Location to be announced  
\*Wednesday, March 28      *Regular Board Meeting, MPC Library & Technology Center*  
   *Closed Session: 11:00am, Stutzman Room*  
   *Regular Meeting: 1:30pm, Sam Karas Room*

## APRIL 2018

\*Wednesday, April 25      *Regular Board Meeting, MPC Library & Technology Center*  
   *Closed Session: 11:00am, Stutzman Room*  
   *Regular Meeting: 1:30pm, Sam Karas Room*  
Friday, April 27            President’s Address to the Community, Monterey Marriott, 11:00am-1:30pm

## MAY 2018

Date, Time & Location TBD    Employee Recognition Ceremony  
   MPC Scholarship Awards Ceremony  
   Veterans Recognition Ceremony  
   CDC Preschool Graduation  
Date, Time & Location TBD    Early Childhood Education Graduation Celebration  
   Automotive Technology Graduation Banquet, Tarp’s Roadhouse, 5:00-8:00pm  
   Asian Student Assn Ceremony, 6:00pm  
   Fire Academy Graduation Ceremony  
   Latino Ceremony, 6:00pm, LF 103  
   Kente Ceremony, 7:00pm  
Thurs.-Sunday, May 3-6        CCLC Annual Trustees Conference, Hyatt Regency Valencia  
Monday, May 21 through      Finals  
   Friday, May 25  
\*Wednesday, May 23          *Regular Board Meeting, MPC Library & Technology Center*  
   *Closed Session: 11:00am, Stutzman Room*  
   *Regular Meeting: 1:30pm, Sam Karas Room*  
Friday, May 25                Spring Semester Ends

# MPC Governing Board 2017-2018 Calendar of Events

## MAY 2018, continued

Saturday, May 26 Faculty Retirement Breakfast, 8:30am (location to be confirmed)  
Commencement: 12:00pm, MPC Stadium  
(Line-up at 11:30am in Amphitheater)  
Nurse Pinning Ceremony, 3:00pm, Amphitheater

Monday, May 28 Holiday – Memorial Day

## JUNE 2018

Monday, June 4 Summer Session Begins

\*Wednesday, June 27 *Regular Board Meeting, MPC Library & Technology Center*  
*Closed Session: 11:00am, Stutzman Room*  
*Regular Meeting: 1:30pm, Sam Karas Room*

## JULY 2018

Wednesday, July 4 Holiday – Independence Day

Friday, July 13 End of Six-Week Session

\*Wednesday, July 25 *Regular Board Meeting, Education Center at Marina*  
*Closed Session: 11:00am, Room to be determined*  
*Regular Meeting: 1:30pm, Room to be determined*

Friday, July 27 End of Eight-Week Session

*\* Dates of 2018 Governing Board meetings to be confirmed at December 20 Annual Board Organization Meeting.*

*Events/details added from previous Calendar are highlighted in bold; updated November 20, 2017.*